



Department: Maintenance
Pay Band: # 8
FLSA Status: Non-Exempt

Maintenance Coordinator Job Description

Role: Performs, technical, logistical, analytical, and professional administrative skills for the Maintenance Department. Responsible for accuracy of information for coordinating maintenance field assignments with timely and effective solutions. Coordinates communication with others regarding planning and field assignments with accuracy. The position reports to the Maintenance Manager.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Identifies and recommends corrective steps to overcome historical patterns or high utility failure rates/areas.
- Visits work sites daily to identify challenges and recommend solutions to minimize those challenges.
- Review and assign department daily work utilizing Cartegraph and maintain a 30-day planned work schedule of repair and maintenance work orders, ensuring department goals are met.
- Review upcoming job locations, call in utility tickets, and order necessary parts if not stocked.
- Prioritizes proactive and reactive maintenance repairs.
- Coordinate with department Assistant Manager and Manager for large upcoming projects such as town valve replacement projects, ARV and PRV maintenance, root control, septic tank cleanings, and other items that can be scheduled.
- Utilize Cartegraph to maintain the reoccurring schedule for all ARVs, PRVs, valve exercising, easement clearing, inspections, hydrant maintenance, root control, septic tank cleanings, and other items that can be scheduled.
- Assist with coordinating emergency sewer and water calls during business hours.
- Coordinate completion of all work orders and tasks, ensure labor, parts, asset type, work type, maps, line sizes, material, omni locations, and field notes are accurate for GIS and work history tracking.
- Identify contractor damages, calculate costs, and review with the Maintenance Manager for accurate billing.
- Coordinate with the Engineering Division to update map data needing resolution and assist with enhancing system information as it is discovered or researched.
- Enter actual costs for grinder pumps sent out for repair or replacement. Track actual costs to reflect annual customer contract price versus cost to BRWA.
- Backup the Maintenance Administrative Assistant during paid time off.

- Schedule and communicate upcoming service and repairs for vehicles and equipment.
- Enter repair and services invoices in Cartegraph.
- Assist with inventory deliveries and audits.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree and one to three years of experience coordinating maintenance repairs and processes or a combination of equivalent education and experience.
- Must possess strong organizational skills and attention to detail in effective communication, analytics, and record-keeping.
- A valid Virginia driver's license and a Class A CDL with Air endorsement within 6 months of hire and comply with the Authority's Vehicle and Equipment policy.
- Must obtain and maintain a Responsible Land Disturber Certification and Intermediate Work Zone Traffic Control Certification.
- Must be proficient in using Microsoft Office and become proficient in all work-related software, including Excel.
- Ability to coordinate and complete multiple projects simultaneously.
- Must possess effective working relations and maintain communication skills to communicate orally in writing with staff, customers, other departments, and governmental entities.
- Must have advanced reading and mathematical skills.
- The ability to interpret and analyze situations to apply administrative and departmental policies and procedures for the appropriate action.
- Be able to pass a criminal background check and drug test.

Additional Information:

- Supervision is exercised over assigned staff. Responsibilities include evaluating, disciplining up to but not including termination; training; planning, assigning, and directing work; addressing complaints and resolving problems. Responsible for safety of project, work, site, and personnel.
- This position typically requires working full-time Monday through Friday from 7:30 a.m. to 4:00 p.m. with a (30) minute lunch break.
- This position occasionally requires overtime and flexibility with its regularly scheduled hours. Position is considered essential personnel.

Working Conditions:

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions, and manual dexterity.
- Sensory requirements include standard vision requirements, the ability to express ideas, and the ability to hear information at normal spoken word levels.
- Employee mostly sits but may walk or stand for long periods of time.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature