

Position Title

Maintenance Coordinator

Date Prepared

November 2001

Department

Maintenance

Location

Brainerd, MN

Reports to: Maintenance Manager

I Position Purpose

- To ensure maximum operational time of all the manufacturing equipment and monitor facility maintenance and upkeep.

II Budget Dimensions

- Aid in controlling internal and external costs through effective and efficient scheduling of equipment maintenance and maintenance projects.

III Primary Functions: Duties, Responsibilities & Expectations

- Initiates work orders and coordinates maintenance personnel. Schedules routine maintenance of equipment.
- Consults with Scheduling Manager, Department Managers and Operations Vice President on repair schedules and delays.
- Follows up on invoices for supplies, repair parts or service and issues payment authorization after vendors obligations have been completed.
- Tracks maintenance and repair projects in progress.
- Maintains an inventory of supplies, materials and parts necessary for the operation of the plant.
- Responsible for complying with EPA and OSHA requirements. Obtains necessary environmental permits to operate equipment that releases volatile organic compounds (VOCs) and/or produce hazardous waste. Ensures compliance with all applicable local, state, and federal environmental rules.
- Responsible for complying with local fire codes and participating in Fire Department inspections.
- Maintains records necessary to control costs and schedules.
- Accurately records all repairs and maintenance performed in a repairs and maintenance log. Complete hazard and work order reports and return them to the safety committee.
- Informs co-workers and employees of precautions and equipment. Trains others in the use of protective equipment when required.
- Maintain a positive and professional attitude when in contact with customers and vendors.
- Performs other duties as requested.

IV Communication

External Contacts

* Vendors

Nature of Purpose

* Coordinate the purpose and delivery of outsourced repairs, materials and parts.

Internal Contacts

Nature or Purpose

- * Maintenance Manager
- * VP of Operations
- * Supervisors and Managers
- * Scheduling Manager
- * Peers

- * Direction, feedback, information exchange
- * Direction, feedback, information exchange
- * Clarification, feedback, information exchange
- * Clarification, feedback, information exchange
- * Communication and support

V Problem Solving

- Ensure maintenance activities are completed as assigned.
- Operate on a quality first basis.
- Provide support to fellow employees and management.
- Accurately detail issues to VP for resolution.

VI Education and Experience

- Excellent trouble shooting skills.
- Self-directed and leadership qualities.
- Good interpersonal and communication skills.
- Good computer skills
- Ability to work under pressure.
- Must be detail oriented.

VII Travel/Physical Exertion

- Travel as required which may include occasional overnight stays.
- Frequent long hours, 12 hour days.

Employee Signature _____ **Date** _____

Performance Expectations
Maintenance Clerk/Coordinator

1 **Quality**

- A Provide feedback on issues that negatively impact ability to perform.
- B Work in a quality orientated manner that promotes a positive example.
- C Maintain a positive and professional attitude with customers and vendors.
- D Ensure work produced exceeds expectations.

2 **Productivity**

- A Provide feedback to Maintenance Manager on areas of production concern.
- B Insure supplies are put in the proper storage area.
- C Aid in the flow of production through ensuring that all maintenance and repairs are completed in a timely manner.

3 **Policy**

- A Understand and accept all established company policies.
- B Provide input on areas of concern regarding company policy.
- C Maintain a professional appearance.

4 **Support**

- A Provide input to help improve efficient and smooth operations of the maintenance area.
- B Perform projects and assignments as requested or assigned.