



Office of Human Resources
Maintenance Liaison - CA2556
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General Statement of Duties

Assists in the administration and coordination of maintenance and scheduling of agency or department facilities and/or mobile equipment.

Distinguishing Characteristics

This class is distinguished from the Staff Assistant, who performs paraprofessional level work to execute components of a specific administrative function(s) in the operations of an organization. This class is distinguished from the Facility Maintenance Technician, who performs full performance journey level work in one trades area and performs standard level work in a variety of trades in the construction, maintenance, and repair of City facilities and/or equipment, not requiring a trades license.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Reviews and coordinates the maintenance and repair of agency equipment and/or facilities.

Meets with City personnel, vendors, contractors, and/or utilities as needed to assist in coordinating maintenance, repair, and/or alteration projects.

Processes work orders for building and equipment maintenance, repair, and/or new construction.

Reviews work upon completion for adherence to guidelines and standards.

Orders supplies, materials, and parts and monitors inventory.

Implements safety and other work related standards and develops procedures to ensure compliance.

Plans, schedules, coordinates, and assigns work for assigned employees.

By position, participates as a team member that analyzes equipment needs, collects information, and recommends the purchase of new equipment.

By position, inspects facilities and equipment for conformance to agency security and safety regulations.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Knowledge & Skills

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of public contact experience involving the explanation of regulations, policies, or procedures.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

The work is sedentary.

Subject to the pressures of multiple calls and inquires.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-615

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: