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# Example of Maintenance Administrator Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of maintenance administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for maintenance administrator

* Create new vehicle information files that include vehicle specifications, lease schedules, and repair orders
* Arrange travel for the director and staff
* Performing duties such as MAXIMO data entry and report generation as identified by Regional technical/supervisory staff, Operations and Maintenance Services (O&MS), and the MAXIMO Support team
* Acting as Regional, front-line, MAXIMO technical support
* Providing training for new users and update training for present users
* Providing support to PLM and Operation groups for incorporation of their duties into MAXIMO
* Providing local support for updating of material transfers
* Facilitating communications between OM&S and field staff
* Preparing Regional work order completion reports/KPIs to ensure compliance and assist Coordinators in analyzing these reports for gaps in work processes and additional training requirements
* Prepare Work Order reports to Regional Maintenance Coordinators and/or Supervisors for scheduling and manpower loading

## Qualifications for maintenance administrator

* Experience in working with ORACLE or DB2 databases
* Good understanding of the ETL concepts in general
* Should have good oral and written communication skill both in German and English
* Ideally experienced in Perl Shell scripting and VB macros
* To perform this job successfully, an individual must be able to perform each essential job function satisfactorily
* High School Diploma or GED plus two (2) – three (3) years related experience or training