



# Example of Maintenance Coordinator Job Description

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Our company is searching for experienced candidates for the position of maintenance coordinator. 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 coordinator

- Assure completion of assigned maintenance and repair activities by monitoring work progress through RMS (Verisae) and providing corrections of any deficiencies as necessary, redirect work efforts to meet critical and/or necessary work requirements, and make recommendations on reallocating resources to meet assigned completion targets
- Review and approve invoices for area of responsibility through the use of the RMS (Verisae) system
- Request purchase orders in applicable situations to align with policies
- Contribute to the overall success of Retail Maintenance Services by performing other essential duties and responsibilities as assigned
- Asset management through the maintenance work center management system (INFOR EAM)
- Track LOE costs by reconciling invoices to work tickets, GPS sheets and standard pricing and time-per-job trends
- Release scheduled work orders for preventative maintenance and send the report to the contractor who will do the work
- Close the open work orders, troubleshoot any errors, and create any corrective work orders initiated from the initial work done
- Responsible for handling preventive maintenance
- Ensure that spills and other mishaps are cleaned up properly

## Qualifications for maintenance coordinator

- Ability to drive a van or truck is desirable
- Two or more years' experience in a customer centric business environment with administrative responsibility, preferably in real estate and/or property management
- Basic understanding of Landlord / Tenant relationships, familiarity with building engineer methodologies, engagements
- Strong interpersonal communication, negotiation and analytical skills
- Must be able to utilize PPE when necessary