



Example of Maintenance Coordinator Job Description

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Our company is growing rapidly and is looking for a maintenance coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for maintenance coordinator

- The liaison will work with CAMs in support of community-preferred vendors as selected from the company-approved list (or the liaison can be empowered by the CAM to use vendors of his/her choice), however the liaison will ensure AOC is always included as a fourth bid for consideration
- Upon receipt of all bids, the Liaison will do a 1-page bid comparison and ensure that all bids are comparable and meet all project, licensing and other requirements as necessary
- Once a bid package is complete, the liaison will provide the bid package to the CAM to be added to the next Board Package
- The liaison will cross-train and provide backup to Community Archives as necessary
- The liaison will manage a small portfolio (at Management's discretion) of properties as necessary to fulfill the needs of CAM Division
- Daily management of SAP PM's
- Daily management of SAP GPDM
- Employee must be able to complete data entry, maintain current data in inventory system, receive and distribute material, with efficiency and accuracy
- Receive calls and emails from tenants/owners to set up regular maintenance on the property(s)
- Receive calls and emails from tenants/owners to diagnose certain issues

Qualifications for maintenance coordinator

- Experience in operations, engineering, or project management
- Typically requires a minimum of 6 years of industry-specific operations experience, which includes, but not limited to, processing plants, gathering, NGL/Petchem and transmission pipelines
- Two years experience in facilities maintenance
- Possess Associate's degree and five (5) years' experience in Operations and/or related field
- Demonstrate an intermediate knowledge of general computer applications (Word, Excel, Outlook,), with the ability to learn company specific programs (Salesforce)