

CLASS TITLE: MAINTENANCE RELIABILITY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision develops, coordinates, and supports the implementation of the reliability centered maintenance program for City Departments; and performs other related assigned duties.

ESSENTIAL TASKS:

- Develops, coordinates, and supports reliability-centered maintenance program for assigned City Department.
- Develops sustainable methodologies, systems, tools, and processes to reduce life-cycle cost for City facilities within assigned Department
- Coaches, trains and assists plant maintenance supervisors in the implementation of equipment condition assessment, predictive maintenance procedures, failure mode analysis, and obsolescence evaluations
- Compiles and evaluates computerized preventive and corrective maintenance data to support whole lifecycle asset management
- Identifies, evaluates and recommends preventative maintenance procedures applicable to assigned City operations
- Provides expertise and assistance to City staff within assigned Department to evaluate failures and identify corrective and preventative maintenance requirements and frequency
- Participates in design and review meetings for maintenance and reliability concerns
- Recommends to manager and supervisors practices to improve maintenance, increase reliability and reduce life cycle costs
- Develops, implements and modifies tools and reports designed to measure, evaluates, and monitors asset performance
- Reviews plans and sketches for equipment alterations and repairs to determine impact on reliability, service, and cost of operation
- Inspects, tests and recommends maintenance for various type of equipment
- Coaches maintenance staff in assigned Department in reliability-centered maintenance practices
- Consults on repair recommendation for critical equipment
- Provides technical support and facilitates failure mode and effects analysis (FMEA), root cause failure analysis (RCFA), criticality assessments, and condition assessments for critical or high priority equipment
- Prepares various work reports and other paperwork
- Attends various technical meetings
- Reports to work on a regular basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in mechanical or electrical engineering, engineering technology, applied electricity, mechanics, or a related field and a minimum of five (5) years of experience in the maintenance, repair, and operation of City machinery and equipment specific to the assigned department; or an equivalent combination of training and experience, per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the application of reliability-centered maintenance principles: technical knowledge of processes, operating principles, equipment, and maintenance practices common to facilities within the assigned City department and the ability to apply this knowledge in the area of equipment reliability; knowledge of reliability-based probability and statistical tools and application to equipment life cycle cost; knowledge of electrical and mechanical maintenance and repair methods and requirements; considerable knowledge or certification related to reliability-centered maintenance principles. Ability to detect and analyze

defects and flaws in mechanical equipment and to use this information to recommend proper corrective measures; ability to make cost, material, and labor estimates for repair and rehabilitation work; ability to manage tracking systems for equipment repair; ability to

evaluate maintenance data to improve the efficacy of the overall maintenance program; ability to use leadership skills to mentor, coach, and coordinate the work of individuals and cross-functional teams; and ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 30 pounds; and may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License. Possession of a Professional Engineering License (PE); Engineering EIT; First Class Stationary Engineer or Electrical, Plumbing, or Mechanical Journeyman License as issued is preferred. Ability to obtain within 6 months of hire a valid Class "C" Water and/or Wastewater License as issued by the Department of Environmental Quality (DEQ) is required in some positions.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office and/or plant setting and occasionally outdoors and in inclement weather; will require some travel to various City locations

Class Code: 1094

EEO Code: E-02

Pay Code: EX-44

Group: Operations, Planning, and Technical

Series: Management and Operations

Effective Date: February 17, 2016