

CLASS TITLE: MAINTENANCE CONTRACTS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for securing and coordinating supply and service contracts, involving custodial services, maintenance, construction and repair work on a variety of City properties, utilities and facilities; and performs other related assigned duties.

EXAMPLES OF DUTIES:

- Prepares various City of Tulsa Service and Supply contracts, reviews bids for services and recommends contract awards
- Administers the section's time and attendance and work order programs
- Manages and administers various service/supply contracts, investigating and resolving complaints
- Supervises maintenance/repair work on buildings and a variety of specialized systems
- Coordinates planning activities with section, other departments and outside agencies
- Prepares work orders and maintains inventory and maintenance records, reviewing records
- Determines needed repairs to building and equipment, assigns and coordinates repair and maintenance projects with other departments, sections and outside agencies
- Makes out requisitions for materials, supplies and services for various internal section and other departmental operations utilizing appropriate operational budget/sales tax
- Performs employee appraisals and counsels subordinate employees
- Assists management in the preparation of annual operating budget
- Acts as the section's credit card and asset inventory coordinator
- Must report to work on a regular and timely 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 an associate's degree in business or public administration or a related field and five (5) years of progressively responsible experience in building maintenance and repair; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the methods and practices used in the janitorial and skilled trades as applies to building and related equipment maintenance; knowledge of service/supply contracts; and considerable knowledge of various materials and products used in the on-going maintenance and operation of a large municipal facility. Ability to prepare, review and recommend supply/service contract awards; ability to plan, supervise, assign and coordinate the work of personnel engaged in maintenance and repair activities; ability to assist with budget preparation; and the 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 dexterity enough to use a keyboard and telephone; may be subject to walking, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1093

EEO Code: E-07

Pay Code: EX-36

Group: Labor and Trades

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Series: Labor and Trades Supervision

Effective date: August 8, 2018