

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Plant Maintenance Coordinator**  
**(Wastewater)**

**Department: Wastewater**

**Pay Grade: WWFG.09E**

**Supervision Received From:**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 3/08/24**

**Revision Date: 4/3/25**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for improving industrial equipment reliability and workforce productivity by coordinating preventative maintenance and allocating resources. Duties include: identifying improvements in industrial efficiency; monitoring equipment reliability and productivity; coordinating with contractors and plant staff on equipment availability and use; developing and maintaining records associated with equipment reliability and productivity; equipment performance logs; and advising management. Also responsible for performing technical work associated with designing and coordinating plant maintenance and engineering projects and ensuring projects comply with established design criteria and codes. Work may focus on one or more of the following areas: design and hydraulics, pavement & materials or construction engineering and inspection. Work receives limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:**

The Plant Maintenance Coordinator is a stand alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Coordinates and recommends preventive maintenance measures to improve equipment reliability and productivity.

Define basic work required to satisfy maintenance work orders.

Check all maintenance work orders for completeness, accuracy and proper approvals.

Plan maintenance work orders by analyzing them in basic job steps and for each step; determine sequence relative to other steps, and what parts, materials, special tools, and craft labor are required.

Analyze, estimate and prepare Task Lists (templates) for jobs that are part of the Preventive Maintenance program and prepare Task Lists for other repetitive jobs not included in the PM program.

Update and maintain accurate BOMs (Bill of Materials), Material Masters, and equipment records for Moccasin Bend Environmental Campus, pump stations and CSO's.

Maintain CMMS (Computerized Maintenance Management System) and equipment hierarchy.

Participate in daily and weekly scheduling meetings for the particular area of responsibility assigned.

Participate in the planning, estimating, scheduling and coordinating of the shutdown (turnaround) of a producing unit for the purposes of cleaning, inspecting, testing, repairing, restoring or altering any or all of its operating components and returning it to service in a satisfactory operating condition.

Provide input and analysis of data input to the CMMS (such as Cityworks) as directed.

Assist with scheduling of maintenance work, providing timely service for all customers. Identification and staging of equipment, material and tools necessary for the execution of maintenance work.

Review of information in Cityworks including work orders, work history, and actual work performed for completeness and accuracy.

Ongoing coordination of outside services with various suppliers.

Coordination of purchase of parts and materials with storerooms/warehouses. Coordination of all purchase orders for services.

Monthly update of all department metrics.

Develops a resource utilization plan to minimize cost and equipment down time to include but not limited to: consulting with vendors, contractors, plant operations and maintenance supervisors to set timing for work, determine criticality, test equipment, sustain daily plant operations, equipment use, on-time parts delivery, parts or equipment substitution.

Prepares industrial preventative maintenance/repair plans; conducts on site examination of equipment and its surroundings; evaluates and interprets equipment maintenance history; reviews/studies blueprints, schematics, technical manuals, photographs or other specifications to assess steps of repair involvement; verifies parts availability or receipt timeline; availability of manpower; required permits; and estimates costs.

Identifies opportunities for improvements; reviews schedule compliance; screens non-emergency maintenance requests for completeness, accuracy, and necessity; recommends and coordinates modifications.

Reviews, researches and evaluates plant asset historical data such as vibration analysis, thermography, and instrumentation calibration, boiler maintenance.

Examines work orders and communicates with supervisors and employees to detect equipment problems, and to ascertain whether mechanical or human errors contributed to the problems.

Reviews and records completed work order details, documentation, actual labor and material usage and costs relative to estimated.

Establishes, enters, maintains, compiles, reviews and analyzes data; prepares reports on plant assets and preventative maintenance using the computerized maintenance management system

database; and provides reports to managers for long range planning, resource utilization, and best methods for maintaining equipment reliability.

Assists in the development of the maintenance division and related guidelines, processes, and procedures.

Train the maintenance supervisors and technicians on the City CMMS system in conjunction with the Asset Management System Coordinator.

Develops and enters maintenance templates/task lists in the maintenance CMMS system (Cityworks) in order to maintain the PM/PdM program at MBEC.

Evaluate and update maintenance work plans for accuracy and completeness utilizing CMMS software.

May coordinate and schedule meetings related to plant engineering maintenance projects; participates in construction progress meetings with plant leadership, operations, maintenance, engineering, contractors, architects, engineers, and other applicable parties; conducts visits to project sites.

Responds to requests for information from department staff and stakeholders; elevates issues to appropriate personnel when appropriate.

May provide technical expertise to internal staff and external agencies regarding maintenance projects.

May process a variety of documentation associated with departmental operations per established procedures and within designated time frames; distributes documentation and retains records.

May inspect project sites for plant maintenance.

May prepare and complete various forms, reports, correspondence, design drawings, preliminary layouts, project lists, cost estimates, meeting minutes, work orders, schedules, punch lists or other related documents.

May verify the accuracy of data entered in applicable automated systems; make corrections as appropriate.

Carry and answer cell phone calls for business purposes as determined by the assigned job duties and the department head.

Assist with research work on plant maintenance projects, manage analysis and compile necessary data for reports and generate reports. Set up and coordinate meetings and record all information passed between the parties.

Analyze data to ensure accuracy to make conclusions as and when needed, identify discrepancies and manage necessary actions. Control the filing system for maintenance projects and ensure that all information is available at all times.

May review specifications and approve or reject them.

Assists and or performs quality assurance and quality control on plant projects.

Review and reconcile contractor reports and submissions, including invoicing, for quality control and accuracy for payment of services rendered and or goods received.

May be responsible for overseeing projects from start to finish as needed, including but not limited to developing project plans, tracking progress on a regular basis, and resolving any issues that arise during the course of the project.

Participate in technical design clarification and project meetings.

Review design plans for issues with existing infrastructure and help to resolve issues with the plans.

Coordinate with project coordination team members, vendors and subcontractors with regards to workability and constructability of design.

Maintain relations with MBEC engineering staff.

Ensures adherence to safety rules and practices.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Civil, Mechanical or Electrical engineering and three (3) years experience in asset management, equipment reliability and plant maintenance or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

None. If the incumbent operates a City vehicle, then a valid driver license is required.

#### KNOWLEDGE AND SKILLS:

Knowledge of engineering principles; project management principles; customer service principles and applicable laws, ordinances, codes, rules, regulations, policies and procedures. Thorough understanding of engineering principles and maintenance practices. Thorough technical knowledge in the field of industrial mechanical/electrical maintenance, including relevant regulations, standards, and codes. Knowledge of safe work practices; mechanical and electrical equipment principles; basic plumbing principles; maintenance requirements for plant mechanical and electrical systems; automated equipment operation and maintenance; welding principles and practices; machines and tools, including their designs; applicable tools and equipment utilized in the trade; industrial equipment operation principles; structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; of principles involved in planning, coordination and of manpower and equipment resources; and customer service principles.

Skill in managing projects; utilizing applicable tools and equipment; interpreting and applying applicable laws, codes, rules, regulations, policies, and procedures; interpreting a variety of technical plans, drawings and/or other related documents; analyzing and making appropriate recommendations on plant maintenance or equipment problems; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction. Strong verbal and written communication skills; Capability to professionally deal with changing priorities and requirements; Expertise and proficiency with basic office computer software, and effectively use maintenance software to input data and research parts; Skill in using a computer and related software applications such as Google Workspace Software; Experience in using Microsoft Office software such as Excel and Word; Experience in utilizing Computerized Maintenance Management Software (CMMS); Providing customer service; reading and comprehending a variety of technical plans, drawings and models; Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; Preparing technical documents. Skill in diagnosing and repairing mechanical and electrical plant systems, equipment, and machinery; implementing preventative maintenance and reliability best practices on applicable systems, equipment, and machinery; utilizing tools and equipment of the trade; adhering to safe work practices; reading and interpreting blueprints, schematics, plans, technical manuals, and specifications.

#### PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

#### WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.