

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**MAINTENANCE MANAGEMENT COORDINATOR**

Spec No. 8033

**BASIC FUNCTION**

To plan, schedule, and supervise the work of employees engaged in the full range of building and grounds maintenance and repair work.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Supervises and coordinates the maintenance, repair, and remodeling of assigned buildings, grounds, and other facilities; assists in determining work priorities and prepares work schedules; orders and requisitions equipment, materials, and supplies as necessary; coordinates operations with other units and departments as required.
2. Plans, schedules, supervise, and evaluates the work of subordinate employees; instructs and trains subordinates as necessary. ; recommends various personnel actions to superiors as necessary including the hiring, discipline, transfer, and promotion of subordinates.
3. Monitors and inspects work in progress and upon completion to ensure timely completion and compliance with instructions, procedures, and standards; assists subordinates as necessary, and resolves construction and maintenance problems as required; enforces safety rules and regulations.
4. Reviews and evaluates work methods and procedures to ensure safe working conditions and efficient operations, and recommends changes as necessary.

**STATEMENT OF OTHER JOB DUTIES**

5. Develops, recommends, and implements preventative maintenance programs as required.
6. Maintains necessary records and prepares required reports.
7. Performs related duties as required.

**MINIMUM QUALIFICATIONS**

Five (5) years of experience performing a variety of skilled building and grounds maintenance and repair work including experience operating a variety of motorized construction and maintenance equipment; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior lead or supervisory experience is preferred. Must pass job related tests.

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**SPECIAL REQUIREMENTS**

A valid State of Washington driver's license is required for employment.

A valid First Aid Card is required for employment.

Candidates for employment may be required to pass a pre-employment physical examination prior to being hired.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- standard methods, techniques, tools, materials, and equipment used in all phases of construction, maintenance, and repair work;
- carpentry, gardening, electrical and mechanical systems, landscaping, plumbing, and heating and ventilation equipment;
- relevant building, electrical, fire, mechanical, and related codes and ordinances;
- the capabilities, uses, and maintenance of standard motorized construction and maintenance equipment;
- preventative maintenance methods and procedures;
- occupational hazards and safety rules and regulations;
- first aid methods and techniques.

Ability to:

- plan, schedule, supervise, and evaluate the work of subordinate employees;
- analyze and determine resource requirements for all types of construction, maintenance, and repair work;
- read, interpret, and work from a variety of blueprints, drawings, sketches, and work orders;
- perform skilled work in a number of different building, construction, electrical, and mechanical trades areas;
- use a wide variety of hand and power tools skillfully and safely under a variety of work conditions;
- operate and maintain a variety of standard motorized construction and maintenance equipment;
- read, understand, and enforce safety rules and regulations;
- recognize and correct unsafe working conditions;
- analyze a variety of construction, maintenance, and repair problems, and take appropriate remedial action;
- communicate effectively, both verbally and in writing;
- maintain complete and accurate written records, and prepare required reports;
- establish and maintain effective work relationships with superiors, subordinates, co-workers, and the general public.

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PHYSICAL EFFORT

The work may involve occasional manual labor tasks and/or the operation of a variety of construction and maintenance equipment, as necessary.

SUPERVISION

The employee reports to and receives general direction from an administrative superior, as assigned. The work requires considerable independent judgment by the employee who has considerable latitude in scheduling and assigning work to subordinate employees. The work is reviewed through status reports and results obtained.

WORKING CONDITIONS

The work is performed at a variety of work sites including outdoors in all types of weather conditions and involves exposure to a variety of hazardous work conditions. Administrative work is usually done in a normal office environment.

Employees may be on-call to respond to emergency conditions occurring after normal work hours and are required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1982 as Facility Maintenance supervisor  
Revised: November 1983  
Re-titled: October 1993  
Previous Spec No. 920928  
EEO Category: 8 – Service and Maintenance Workers  
Pay Grade: 239 – Classified Pay Plan  
Workers Comp: 1501 Hazardous