



Gulf Coast Authority Job Posting

General	
This position will be posted externally. The process begins with completing an employment application with a statement of why you are seeking this position and submit online at GCATX.ORG/Careers page. Upon receipt, it will be followed by a file review.	
Position	Pay Range
Maintenance Coordinator – Odessa	For Qualified Candidates IS ~ \$25.53-\$32.86, non-exempt
Job Summary	
Under direction, responsible for planning and maintaining facility assets and mechanical equipment associated with the operation of the Odessa wastewater treatment plant. Be available to assist, consult and perform hands-on maintenance on any facility building or equipment. Reports to Facility Manager.	
Typical Duties and Responsibilities	
Perform and assign various tasks associated with maintenance activities, including equipment, facility assets, building and grounds. Administer direction, collaborate and perform the make-ready and repair of pumps, motors piping, tanks, etc., and document preventative maintenance tasks such as, lubrication, non-destructive testing, valve exercising, vibration readings and oil sampling on designated equipment. Inspect equipment on established frequency for operational efficiency or signs of wear. Operate, maintain and monitor computer-based maintenance programs, i.e. CMMS, MPulse. Assist in the development and administration of plant maintenance and operational SOPs and work plans. Communicate with supervisor and all plant personnel on active and preventative maintenance issues. Source equipment, parts, (including critical spare parts identified) tools, services, make informed recommendations and purchase maintenance supplies and services. Ensure Health, Safety and Environmental requirements of peers and subordinates are adhered to during maintenance activities. Perform other duties, as assigned.	
Knowledge, Skills, and Abilities	
Knowledge all facility buildings and equipment utilized in the operation and maintenance of motors, valves, pumps, gears, etc. in mechanical equipment. Ability to read and understand prints and schematics, written instructions and technical manuals. Ability to write work orders and fill out, document and maintain equipment maintenance records. Working knowledge of entire property and maintenance and repair needs of facility. Ability to operate oil filtering system. Manage and direct the activities of contractors to GCA purchasing policy requirements and performance expectations. Ability to operate assigned vehicle, cart, fork-lift, etc. Ability to use hand tools. Ability to communicate orally by radio and telephone. Ability to use a computer and associated software programs to send emails and enter information into the preventative maintenance software, including project management.	
Environmental conditions	
Work performed indoors and outdoors in extreme heat (100°F) and cold (32°F) in all weather conditions. Work is performed indoors and outdoors in an industrial setting.	
Education, certification, and experience required	
High school diploma or equivalent. Five years of experience in the operation and maintenance of all building and equipment, repair and replacement of pumps, motors, valves and other mechanical equipment. Demonstrated computer skills in Microsoft Office. Valid Class "C" Texas Driver's License.	
Physical requirements	
Ability to stand and twist upper body while performing job functions such as filling gear boxes with oil. Ability to occasionally sit, walk, kneel, crouch/stoop, and climb ladders while performing various job tasks. Ability to push, shove, and pull heavy drums filled with oil weighing up to 55 lbs. Safely operate a motor vehicle.	
Summary and Timing	
The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to the expectations described herein does not constitute harassment in any form.	