



OMAHA TRACK

MATERIAL EQUIPMENT FACILITIES

Job Title: Facilities Maintenance Coordinator

Company: Omaha Track, Inc.

Organization: General Office

Location: Omaha, NE

Site Supervisor: Chief Operating Officer

Manager: Chief Operating Officer

Exempt Status: Non-Exempt

Position Status: Full-Time

Position Description

The Facilities Maintenance Coordinator is responsible for ensuring all locations (Omaha Track Equipment Shop, WECCO Scale House, and other company owned property) are clean, organized, and safe. The Facilities Maintenance Coordinator should take pride and ownership in Omaha Track's appearance.

Major Areas of Responsibility

- Perform routine maintenance on vehicles that are assigned
- Perform maintenance and property clean up at various sites as directed
- Handle day-to-day maintenance and perform appropriate inspections to determine necessary repairs such as changing light bulbs and air filters, taking out the trash, fixing minor electrical/plumbing issues, etc.
- Maintain a thorough list of contact information all applicable contractors/vendors
- Maintain accurate, traceable, and complete preventative maintenance and repair records for assigned vehicles, as well as property when involved in those repairs
- Ensure all walkways and parking lots are safe and clear during winter conditions (i.e. shoveling and salting)
- Perform courier runs between facilities and run errands as needed
- Complete special projects as assigned
- Assist the Building Maintenance Coordinator at the Corporate Office if needed

Minimum Qualifications

- 1 - 3 years of facilities maintenance experience
- High School Diploma or equivalent preferred
- Clean criminal background and valid driver's license with no major driving offenses within the last three years
- At least 2 years of experience operating equipment such as a backhoe, front loader, etc.
- Possess mechanical skills to repair and/ or maintain vehicles
- Strong verbal and written communication skills; minimum of basic computer skills (including Microsoft Office)

Work Requirements

- Ability to work independently and take initiative, identify and address issues before they become a problem
- Ability to operate some heavy equipment such as: backhoe, front loaders, etc.
- Ability to multi-task and be proficient in time management; ability to manage changing priorities
- Ability to work outdoors subject to all elements and conditions
- Ability to meet all functional requirements including, but not limited to: lifting (50lbs), sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description was last updated on March 20, 2019.