



Universal Compressed Air  
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## ***JOB DESCRIPTION***

### **Operations & Maintenance Coordinator**

Title:	Operations & Maintenance Coordinator
Department:	Compressed Air Operations & Safety
Reports to:	Operations & Safety Manager
Location:	KY Area
Date:	February 2023

### **BACKGROUND**

Universal Compressed Air (UCA) is a privately-owned and thriving high-technology business in the Lehigh Valley, focused on compressed air systems for industry. UCA engineers, constructs, operates and manages Compressed Air Systems (CAS) for the industrial market in North America and is currently seeking an Operations & Maintenance Coordinator to be accountable for either one or more sites that are located in proximity to each other.

### **POSITION SUMMARY**

The Operations & Maintenance Coordinator will provide oversight to UCA's satellite facilities, providing air as a utility to Customer sites. This oversight includes meeting contractual Customer performance requirements, implementation of operating and maintenance procedures, achievement of safety, quality, performance, energy efficiency and environmental objectives for the site. This position will also be the primary contact to the Customer for day to day operational and maintenance tasks. Candidate must therefore interact with the Customer's representatives on a periodic basis and develop positive, productive working relationships. In addition, the Operations and Maintenance Coordinator will be called upon at times to support construction, maintenance, and commissioning work activities at all UCA sites as required.

### **PRINCIPAL ACCOUNTABILITIES**

- On-site inspection and monitoring as well as remote monitoring of the compressed air system operation.
- Implementation of preventive, predictive, and proactive maintenance programs.
- Compliance with UCA environmental, safety, and quality assurance programs.
- Communication with Customer to coordinate plant production and maintenance activities.
- Scheduling maintenance of instrumentation, electrical systems, compressors, dryer systems, pumps, valves, motors, and other plant equipment consistent with UCA guidelines.
- Periodically perform system walkdowns looking for potential problems (minor leaks, erratic control, proper valve operation, proper condensate trap operation, strange noises, etc.).
- Schedule PM tasks and any related support labor and confirm completion.
- Maintain the Facility to present a clean and professional installation.
- Respond to "Call Outs" in a timely manner as required to maintain the Customer's compressed air supply.

- Maintain good working relationships with system vendors/manufacturers and contractors.
- Follow proper management of change (MOC) protocol for set points, alarm and trip points or other operating parameters.
- Document any preventative maintenance tasks, potential safety hazards or low inventories (i.e. – water chemicals, glycol, oil, filters etc.) you identify as part of the weekly activity report.
- As required, travel to UCA sites to support construction, commissioning, and maintenance activities.

## **JOB REQUIREMENTS**

1. The ideal candidate would be preferred to have a minimum of an Associate's Degree in a technical field.
2. A proven understanding of compressed air systems service and operation, including large centrifugal compressors, air dryers, instrumentation, and PLC/DCS control systems.
3. Candidate must understand electrical principals in practical situations involving the safe operation and repair of electrical equipment.
4. Mechanical aptitude – Candidate must possess basic skills in mechanical system maintenance.
5. Computer Programs – Candidate must have the ability to use or learn to use the various software systems used at an UCA facilities, including, but not limited to: MS Office suite
6. Strong verbal and written communication skills along with ability to effectively interface with Customers and vendors.
7. If the position starts as Part time, must be willing to transition to full time Full time.
8. Travel will be required up to 40%.

## **OTHER REQUIREMENTS**

**Pre-Employment Screening:** Candidate must be able to pass pre-employment background checks, which includes pre-employment drug screening, per UCA Corporate policies and procedures.

### **Special Skill Qualifications:**

- Compressed Air Systems – A proven understanding of compressed air systems service and operation, including large centrifugal compressors, air dryers, instrumentation, and PLC/DCS control systems.
- Instrumentation and Electrical – Candidate must understand electrical principals in practical situations involving the safe operation and repair of electrical equipment.
- Mechanical aptitude – Candidate must possess basic skills in mechanical system maintenance.
- Computer Programs – Candidate must have the ability to use or learn to use the various software systems used at an UCA facilities, including, but not limited to: MS Office suite.
- General Qualifications:
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the basic knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language and Communication Skills:** Ability to write reports basic activity reports and, if needed, provide updates to procedure manuals. Ability to effectively present information and respond to questions from other associates, managers and Customers. Ability to read, analyze, and interpret general technical procedures.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, proportions, percentages, area and volume. Ability to apply basic math concepts.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in oral, written, diagram or schedule form.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the duties of this job.

The associate is regularly required to:

- Stand, sit, walk.
- Use hands and fingers.
- Use a computer.
- Reach with hands and arms.
- Climb or balance. (Including the ability to safely climb ladders and platforms)
- The ability to hear abnormal equipment noise.

**Work Environment:** The work environment characteristics described here are representative of those an associate will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The associate must be able to wear required PPE, including, but not limited to; OSHA approved hard hat, safety glasses, hearing protection, and various duty-specific hand protection.
- While performing the duties of this job, the associate is occasionally exposed to moving mechanical parts. The noise level in the work environment is moderate to high.