



Department of Human Resources

Invites applicants for the position of:

Maintenance Coordinator

Requisition: MAINT01274

The Maintenance Coordinator is responsible for overseeing contractor operation and maintenance activities at airport facilities and assisting teams with purchase requisitions, equipment, and supply sourcing. Other responsibilities include planning work, ensuring accurate and timely completion of work, and evaluating contractor performance against performance standards and contractual terms.

Hiring for two positions:

- Baggage Handling Systems
- Custodial Services

Essential Job Responsibilities:

- Manages the major maintenance service contracts including custodial services, baggage handling system, landscaping, janitorial supplies, radio system, elevator, escalator and the compressed natural gas station operations and maintenance. Measures contract performance by using Key Performance Indicators (KPIs)
- Coordinates with contractors, overseeing their operation and maintenance activities, inspecting and evaluating their work against performance standards.
- Develops and analyzes computerized maintenance management system (CMMS) reports and operational data to make improvements to system performance, reliability, and operating cost.
- Maintains frequent and open lines of communication with key stakeholders, including airlines, tenants, the Transportation Security Administration (TSA), and other MNA staff.
- Oversees and assists with building repair projects.
- Participates in maintenance department daily operations and responds to after-hour calls.
- Baggage Handling System (BHS): Responsible for daily coordination with contractor and oversight of the daily performance of contract, extra parts inventory. Point of contact for all BHS stakeholders.
- Custodial Services: Point of contact for cleaning services for the airport, responsible for daily coordination with contractor(s) and oversight for contract performance.

Qualifications:

- High School Diploma or equivalent.
- 2 to 4 years of electrical/mechanical experience (BHS Coordinator).
- 4 to 7 years of building facility maintenance or related experience.

Accepting applications: until filled

How to apply:

Apply by visiting: flvnashville.com/careers

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214 - (615) 275-4250

Hours: Monday – Friday, 8 a.m. – 5 p.m.

The Nashville International Airport (BNA) is an Equal Opportunity Employer and Drug Free Workplace.

Employment with the Nashville International Airport (BNA) is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background check will be conducted.