

Hi,

My name is Phillip Hicks. Part of my job includes the position of Maintenance Coordinator. The key responsibilities of the Maintenance Coordinator are...

Manage the forms/information input of the MAINSAVER maintenance tool...

- Process new forms, checking for completeness, clarity, accuracy; make appropriate changes as necessary.
- Ensure that the appropriate personnel are informed in a timely fashion when new maintenance forms are generated or closed.
- Prepare forms needed for the daily and weekly maint meetings; ensure all forms are available through the Mainsaver web site in a timely fashion.
- Act as moderator for the daily and weekly maint meetings, updating forms as needed from information provided at these meetings.
- Close out maint forms that have marked 'completed' by the addressee, check for completeness of all relevant entries.

Train AOC/VLA/VLBA employees in the use of Mainsaver...

- Conduct Mainsaver seminars and training sessions for groups as needed or requested, for individuals.
- Develop and maintain training materials and other documentation on the use of Mainsaver.

Coordinate Maintenance and Mainsaver Issues with Management, other groups...

- Attend monthly division meeting, VLA/VLBA test meetings, daily Maint meeting, weekly coordination meeting, other meetings when appropriate; read all relevant memos and meeting notes to stay informed of events and issues impacting maintenance issues.
- Coordinate Mainsaver updates and improvements with database administrator.

Feel free to contact me for any questions and/or comments. My e-mail is "phicks@nrao.edu" and my phone number is (505) 835-7255.