

## Maintenance Coordinator Interview Questions

1. Describe a time when you successfully serviced, repaired, or tested a machine or device that operates mainly by mechanical principles.

2. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective?

3. Describe methods you have found effective to determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel.

4. Walk me through how you inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.

5. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

6. Share an experience you had in dealing with a difficult person and how you handled the situation.

7. Share an experience in which you've successfully learned how to handle a new piece of equipment?

8. Tell me how you organize, plan, and prioritize your work.

9. Share an experience when you applied new technology or information in your job. How did it help your company?

10. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.