

FACILITIES MAINTENANCE COORDINATOR

Work in this class involves responsibility for the-scheduling and short range planning of the maintenance and repair of a building or group of buildings. Employees may personally do semi-skilled maintenance work.

Employees determine work to be done through personal inspection; day-to-day work orders generated by facility occupants or employees; or preventative maintenance schedules. Employees set priorities and schedule work depending on criticality and availability of funds, and assign tasks to any subordinates (employees may or may not supervise a staff of housekeepers and unskilled maintenance workers). The majority of the time employees contract work out to the central facility physical plant organization or private contractors. Employees monitor projects while in progress to assure work is done in an expedient and cost effective manner. Employees review work upon completion to assure quality and adherence to contract terms. Additionally day-to-day work orders generated by facility occupants or employees, are prepared and assigned appropriately. Work is performed under the general supervision of a facility director and may include other duties as assigned.

I. DIFFICULTY OF WORK:

Complexity of Work - Employees maintain records and reports of all work done to the facility, such as job orders, service contracts, service lobs, bid specifications, awarded contracts, and purchase orders; and function as liaison person for all outside contract work. Employees maintain a preventative maintenance schedule on facilities; maintain an inventory of stock items such as light bulbs fire extinguishers, bathroom fixtures toilet tissue and cleaning supplies; submit purchase orders to their purchasing department for non-stock items or may have the authority to purchase items directly from vendors upon approval of the supervisor. Employees may assist in writing bid specifications for contracted work and operate within an assigned budget. Additionally, employees may direct the work of subordinates, if any, and maintain related personnel files.

Intricacy of Work - Employees review the on-going and completed work of subordinates or contractors to assure proper utilization of funds and quality work.

Controls Over Work - Employees are provided broad goals and objectives on a semi-annual basis and must work within these guidelines. Work is reviewed through monthly reports and occasional walk through inspections by an administrative supervisor.

Judgmental Demands - Employees analyze problems establish priorities, and determine whether work can be accomplished by in-house unskilled workers or contracted to the central facility physical plant organizations or private enterprise. Employees coordinate work efforts by specifying work to be done and supervising or inspecting work in progress. Employees have the authority to accept or reject completed work upon final inspection.

II. RESPONSIBILITY:

Potential - Loss or waste of materials and money may occur if repairs or renovations are not monitored for quality. Loss of use of facilities or portions thereof may occur if not repaired in a timely manner. Waste of money and supplies may occur if inventory and distribution system is not checked and balanced.

Care and Attention - Efforts should be made to closely monitor materials and monies. Inventories should be made monthly and repairs and minor renovations should be inspected to assure completeness, accuracy of detail, and quality of workmanship.

III. PHYSICAL EFFORT:

Intensity of Effort - Employees must walk to inspect problems or on-going work. Inspections may require some bending or climbing.

Frequency and Duration - Employees must walk often during the course of the day-during inspections.

IV. WORK SURROUNDINGS AND HAZARDS:

Worker Surroundings - Work is generally done inside of an office which is temperature controlled. Job inspections are generally done inside but may require outside observation.

Hazardous Conditions - Employees may be exposed to hazardous conditions while inspecting on-going repairs and minor renovations or upon responding to an emergency situation.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - General knowledge of the methods, practices, and materials used in the general maintenance and repair of buildings, equipment, and machinery. Familiarity with supply and inventory control practices. Ability to supervise the work of unskilled workers. Ability to direct the work of others. Ability to function independently. Ability to communicate effectively.

Minimum Education and Experience

High school and two years of progressive experience in the construction or maintenance field; or an equivalent combination of education and experience.