

FACILITIES MAINTENANCE COORDINATOR

Definition:

Under general supervision, performs a variety of skilled and unskilled tasks in the care and maintenance of Agency facilities and equipment; performs related work as required.

Distinguishing Characteristics:

This position provides maintenance for Agency facilities and equipment. It is distinguished from the maintenance work series by the fact that the work is primarily on facilities and small equipment. While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, and walk; use hands to manipulate, feel or operate objects, tools, or controls. The employee is required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must frequently lift and/or move up to 65 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Employee may work near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to the risk of electrical shock.

Examples of Duties:

- check facilities on a daily basis for safety conditions;
- repair or replace inoperative equipment (phones, calculators, etc.);
- change light bulbs and fluorescent tubes;
- liaison for the janitorial service contract, landscape maintenance contract, and service contract for heating and air conditioning;
- contact other outside services as needed;
- clean, repair and maintain floors and carpets;
- assemble, move, and repair furniture;
- dump ash cans and garbage, and reline cans with liners;
- clean spills, tables, walls, etc;
- sweep roofs, sidewalks, and pick up litter from around buildings and grounds;
- perform minor interior and exterior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, small construction, cement work, window and screen replacement;
- maintain small tools for proper operating condition; opens and closes, locks and unlocks facilities as needed;
- keeps records of work to be done and work completed;
- ensures annual fire extinguisher recharge;
- attends to hazardous material disposal as needed; order and pickup parts and materials;

FACILITIES MAINTENANCE COORDINATOR

- input data into computer;
- attend vendor meetings as needed;
- move or deliver records and materials;
- operate, maintain and repair hand and power tools;
- make routine repairs to wiring, switches, plugs and outlets;
- weed, water and maintain planted areas;
- perform other related duties as required.

Qualifications:

Knowledge of:

- methods, materials, standards and equipment used in building construction and repair;
- operation, maintenance and repair of a variety of power tools, appliances and equipment;
- basic carpentry, plumbing, painting, electrical maintenance and repair;
- regulations and procedures of safe working practices with power tools and equipment;
- basic record keeping;
- rules and regulations regarding disposal of common hazardous materials;
- basic computer operation;
- maintenance and operation of sprinkler systems;
- operation and maintenance of air conditioning and heating systems;
- basic arithmetic.

Ability to:

- operate power tools, motor vehicles, and other equipment safely and effectively;
- work independently;
- read and interpret construction drawings, regulations, warranties, manuals and operating and maintenance instructions;
- prepare reports and maintain records;
- understand and follow oral and written instructions;
- establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- order required tools, materials and supplies;
- diagnose maintenance problems and devise effective solutions;
- lift heavy objects; walk and stand for long periods of time.

FACILITIES MAINTENANCE COORDINATOR

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by the completion of the requirements for graduation from high school, and two years experience in mechanical, electrical, plumbing and equipment maintenance, painting and carpentry; or an equivalent combination of training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.