

South Jordan City

Job Description

Title:	Facilities Coordinator	Effective Date:	2/1/16
Org:	100230	FLSA:	Non-Exempt
Pay Grade:	15	Workers Comp:	Municipal

GENERAL PURPOSE

Assign, review, and participate in the work of facilities and custodial staff responsible for providing services for all city buildings, aid in securing and managing contracts and warranties on all facilities owned and operated by the city.

SUPERVISOR

Associate Director of Administrative Services

POSITION(S) SUPERVISED

Facilities Maintenance Workers
Custodians

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Aid in the development of departmental budgets and monitor fiscal controls to assure conformity with established financial constraints.

Recommend and assist in the implementation of goals and objectives; identify areas with maintenance and/or custodial issues or repairs; establish schedules and methods for providing facilities' services; implement policies and procedures.

Plan and coordinate facilities' work projects; prepare time, materials, and equipment estimates for jobs assigned; requisition materials and order parts as necessary and ensure parts ordered are received in a timely manner. Select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirements of the work to be accomplished.

Participate in the selection of staff; provide or coordinate staff training in the areas of work methods, techniques, and the use and operation of equipment; coach employees to correct any deficiencies determined by supervisor.

Supervise facilities staff by interviewing applicants, hiring, scheduling and assigning duties, conducting approval of timecards and completing performance evaluations.

Coordinate the use and operation of tools, equipment, and vehicles; ensure that tools, equipment and vehicles are safely operated, maintained, and secure when not in use; schedule the service, repair, and replacement of tools, and equipment.

Prepare necessary records and reports; prepare projects status reports; maintain records of projects, activities and materials used; coordinate the maintenance of time, material, and equipment use records.

Conducts regular inspections of facilities to identify and correct maintenance problems and/or hazards. Establish schedules and methods for providing facilities maintenance.

Secure quotes from outside contractors for services required, consistent with City purchasing policies.

Monitor contract and warranty services for facility and/or custodial maintenance.

Receives and reviews requests for small capital improvement projects to make cost estimates, determine materials and labor needs, and to put requests out to bid.

Assist with and perform general snow removal activities at city facilities.

Subject to emergency call out and on call as assigned.

MAINTENANCE COORDINATOR

Ensure the overall implementation and maintenance of a comprehensive facilities work request program for all buildings.

Create and assist in planning, scheduling and implementing all preventative maintenance work for city facilities and maintenance equipment.

Perform general maintenance and repair duties related to routine plumbing, electrical (ie. lighting controls, re-lamp and ballast changes), carpentry and mechanical functions (ie. HVAC) of city buildings and environments.

Install, remove, repair, and paint interior walls; move and assemble furniture as required.

Perform pool maintenance duties as assigned.

Coordinate with City's construction project manager to assure necessary capital projects are identified, evaluated, and recommend appropriate funding for Capital Improvement budget.

CUSTODIAN COORDINATOR

Ensure the overall implementation of custodial services for all city facilities, by creating, planning, scheduling and implementing appropriate custodial services.

Assist with and perform as needed general custodial duties such as vacuuming, restroom cleaning, window cleaning, floor cleaning, carpet cleaning, garbage collection, dusting, and sanitizing, etc.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or G.E.D.;
 - AND
 - B. Four (4) years of facilities and custodial maintenance experience, with at least two (2) years of supervisory experience preferred;

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Knowledge of practices, tools, equipment and materials used in facility maintenance; knowledge of safety practices of custodial work and use of cleaning agents and equipment; knowledge of hazardous materials policies, procedures and safety regulations; some knowledge of general carpentry, electrical, mechanical, plumbing and related skill areas as needed to supervise or perform routine maintenance duties.

Ability to operate a personal computer and Microsoft products.

Ability to operate tools and equipment used in custodial or maintenance work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength; ability to develop working relationship with other employees and supervisors.

4. Working Conditions:

Ability to sit, stand, walk, kneel, crouch, stoop, crawl, twist, climb, and lift up to 50 lbs.; exposure to heat, noise, outdoors, vibration, confining work space, chemicals, dust, explosive materials, mechanical and electrical hazards; ability to travel to different sites and locations; subject to emergency call-out. Frequent local travel required

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (40-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serv/Maint
Location:	Facilities	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	621