

# Facilities Coordinator



## General Summary of Classification:

Coordinates the use and scheduling, maintenance, repairs, modifications, and furniture and equipment acquisitions for County operated facilities; accurately maintains detailed information in work orders and other job-related systems to ensure proper documentation; collaborates closely with an array of vendors, suppliers and contractors to ensure assigned facilities' smooth operations, safety and readiness for use consistent with all accrediting and mandatory operation requirements; independently handles a wide array of assigned projects; accurately maintains an array of records and coordinates notifications for various program and operational needs; may work on-call as assigned; performs related work as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Coordinates the scheduling and use of County managed properties, manages related special needs, requests & logistics;
- Handles a large number of work orders: enters or appropriately handles and resolves entered work orders, obtains bids and pricing, assigns work to the appropriate contractor, schedules work with contractors and meets contractors onsite to discuss the location and scope of work, follows-up with contractors while work is in progress, inspects the work to ensure its completion to specs/needs, reviews and reconciles related invoices for the necessary approvals and payment;
- Coordinates a wide array of activities for assigned special projects related to the safe condition and operation of County operated facilities from obtaining quotes/bids, to coordinating work, inspections and confirming on-spec completion;
- Coordinates an array of assigned inventory management to support department operations and inspection duties related to assigned projects, certification, compliance or accreditation requirements;
- Creates and maintains all required records for assigned job duties, work orders and projects, ensures records and documentation meet all County, agency, Medicaid, licensure, CARF or other related documentation standards by accurately preparing and maintaining various types of paper and electronic records, work orders, bids, various other related documents, records, inventories and reports, and by creating and maintaining an array of other types records and notifications for operational support activities and inspections in various spreadsheets and databases;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of facilities operated by County or an assigned department, including their use and related special requirements. Sound working knowledge of building systems and approved vendors, suppliers and contractors as well as other County resources, and the County's bid, award and procurement processes.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound math skills for accurate calculations; sound project management skills.
- **Interpersonal, Communication and Customer Service:** Excellent customer service skills to communicate and interact professionally with diverse array of stakeholders: department and County staff, facility inhabitants, contractors, auditors, regulatory agencies, etc.; to work independently and as part of a team; excellent collaboration skills to effectively to ensure all work is completed according to specs and to serve on various committees as assigned.
- **Decision-making and Authority:** Most decisions made independently within prescribed parameters, appropriately consults and collaborates with supervisor and other department/County staff to address facility related matters.
- **Leadership:** Non-supervisory. Ability to collaborate effectively with a diverse array of stakeholders.
- **Environment:** Typically works in an office setting; works in various locations Countywide based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to engage in collaborations with a diverse array of stakeholders while handling assigned duties and projects and to coordinate or perform audits and inspections to ensure compliance. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related Countywide locations, that may be in various stages of maintenance, construction, replacement or repair, as needed.

## Minimum Education and Experience:

**Education:** Graduation from high school;

**Experience:** Four (4) years of previous relevant facility management experience;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations Countywide.
- May be required to work a flexible or on-call schedule.

## Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.