

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FACILITIES MAINTENANCE COORDINATOR

SUMMARY DESCRIPTION

Under the direction of the Director of Facilities, Operations, and Planning, maintain buildings, facilities and equipment in a clean, sanitary, safe and secure condition during the assigned day or evening hours; assist maintenance staff with a variety of routine maintenance and repair of District equipment and facilities; drive a District vehicle to deliver materials and supplies to off-campus sites. Perform the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist higher-level staff in building maintenance work such as carpentry, electrical, plumbing, painting as needed. **E**
2. Review, analyze, and prioritize maintenance work orders and route to the appropriate person, facilities management or service vendor for handling. **E**
3. Inspects building on a daily basis, internally and externally, to identify preventative and corrective maintenance tasks. Refer difficult or highly sensitive requests to supervisor as needed. **E**
4. Initiate, report, and perform work orders for repair / replacement of items such as: douse showers, restroom fixtures, lighting fixtures and door hardware. **E**
5. Handle building logistics for campus and off site centers, by coordinating reservations/scheduling of meeting and program facilities. Works closely with managers and supervisors to ensure building readiness setup for employer information sessions, workshops/seminars, and other events on campus. **E**
6. Repairs facilities, grounds, and other outdoor structure for the purpose of ensuring safe, well maintained areas. **E**
7. Perform routine preventative maintenance functions for facilities and systems. Cleans and maintains materials, tools, and equipment used in performing duties. **E**
8. Meet with internal and external customers to identify and schedule special cleaning requests; determine timelines for completion. Assess, discuss and resolve special or non-routine requests. **E**
9. Maintain records concerning operations and programs; prepare reports on operations and activities. **E**
10. Order materials and supplies for the purpose of maintaining availability of required items and completing job efficiently. **E**
11. Complete cleaning assignments for staff absences and assist with project work. **E**
12. Assists supervisor in checking work crews in and out at start and finish of work shift. Secure buildings and facilities at the end of each shift. **E**
13. Assist in the planning of buildings/grounds/facilities/maintenance projects including formulating plans and estimating material and labor costs for projects. **E**
14. Participate in the recycling program (green wastes); trim and remove excess growth from plants, trees, and turf; stockpile materials; chip wood materials and recycle into planters and other areas; aerate debris from decomposition or stockpile for green waste recycling pick up. **E**
15. Effectively work with campus customers and coworkers to accomplish work with a high level of quality and efficiency. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Facilities Maintenance Coordinator - *Continued*

16. May be assigned to pick up and remove litter and debris from parking lots from main campus or other district facility sites.
17. Train and provide work direction to student workers as necessary.
18. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of buildings, facilities, grounds, and custodial maintenance programs.
Methods, practices, tools and equipment common to the construction, maintenance and repair of a public works infrastructure or a large commercial marine facility.
Methods of cleaning and preserving floors, furniture, walls, and fixtures.
Practices, tools and equipment common to the building and construction trades, including carpenter, painter, electrician, plumber, welder and concrete finisher.
Pertinent federal, state, and local laws, codes, and regulations including applicable OSHA safety regulations.
Occupational hazards and standard safety practices.
Basic inventory and record-keeping techniques.

Ability to:

Operate and maintain a variety of hand and power tools and equipment common to the public works maintenance, construction, and custodial trades.
Basic methods, practices and tools common to various construction trades, including carpenter, electrician, plumber, concrete finisher and painter.
Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in maintenance work.
Understand and follow oral and written instructions.
Coordinate work assignments with other sections, departments, divisions or agencies
Plan and organize work to meet changing priorities and deadlines.
Provide technical expertise and guidance to District personnel concerning grounds maintenance matters
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations relating to grounds maintenance operations, services, and activities.
Operate a District vehicle to make deliveries.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three years' experience in construction, mechanical, electrical, building trades, custodial, facilities, building, and grounds maintenance..

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.