

## FACILITIES MAINTENANCE COORDINATOR II

Work in this class involves responsibility for the planning and scheduling of maintenance and repair of a building or group of buildings within a State facility. Employees may personally do journey level maintenance work, but typically are not a part of the central facility physical plant organization.

Employees determine work to be done through personal inspection or preventative maintenance schedules. Employees plan work over periods of several months and schedule work depending on criticality and availability of funds and assign tasks to subordinate housekeepers and maintenance workers. When beyond the capability of the in-house crew, 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 WORK

Complexity of Work - Employees maintain records and reports of all work done to the facility, such as job orders, service contracts, vendor contracts, service logs, bid specifications, awarded contracts, and purchase orders; and function as liaison person for all outside contract work. Employees utilize these reports to detect recurring problems, recommend modifications, and to plan preventative maintenance and long-range renovation project schedules. 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 have the authority to purchase items directly from vendors. Employees write or assist in writing bid specifications for contracted work and assist in preparing and operating within an assigned budget. Additionally, employees coordinate and direct the work of subordinates 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 an 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 will be accomplished by in-house semi-skilled workers or contracted to the central facility physical plant organization or private enterprise. Employees direct, supervise, and inspect the work while in progress and 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. At this level, loss or waste of materials and supplies may be greater due to a larger percentage of work being done by in-house work crews.

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 inspection.

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 - Working 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 semi-skilled workers. Ability to direct the work of others. Ability to function independently. Ability to communicate effectively.

Minimum Education and Experience - High school or General Educational Development diploma and three years of progressive experience in the construction or maintenance field; or an equivalent combination of education and experience.