

## **Building Maintenance Coordinator**

### **General Statement of Duties**

The purpose of the class is to coordinate contracted custodial services of City buildings, inspect City facilities for preventive or unscheduled maintenance, and provide supply procurement.

### **Distinguishing Features of the Class**

An employee in this class performs administrative work by inspecting City buildings to determine if repairs or other maintenance is required. Emphasis of the work is on ensuring facilities are maintained according to policy and code requirements and not on the basis of structural or mechanical knowledge often found with trades personnel. An additional role is to procure custodial and maintenance supplies. The position has responsibility for regular inspections of fire extinguishers, elevator safety, ordering cellular services, coordinating emergency readiness plans, and making access keys for personnel. The employee is nonsupervisory and reports to the Public Works Director who evaluates work on stated performance objectives, accuracy and timeliness of work, and feedback from City departments.

### **Illustrative Examples of Work**

- Performs building & structure inspections to evaluate compliance with custodial service firms; inspects facilities for broken, malfunctioning, or deteriorating areas or equipment; documents findings and determines priority of work orders and cost estimates for repairs; identifies major repairs requiring immediate attention & notifies supervisory personnel
- Schedules preventive maintenance on facilities; prepares cost estimates of materials and time; coordinates service contracts of custodial service companies
- Orders supplies and City cellular services for all buildings documenting allocations; creates keys/cards for personnel
- Gathers fiscal data and prepares annual budget; participates in analysis of bids for services
- Reviews outstanding work orders and establishes alternative repair methods or funding
- Inspects fire extinguisher expiration dates; contacts companies for replacement
- Conducts monthly inspections of elevators for proper functioning and security
- Coordinates the City's emergency readiness plans with all departments in all facilities
- Maintains records; processes personnel information, reports, work orders, and requisitions
- Performs other related duties as assigned

### **Knowledge, Skills, and Abilities**

Knowledge of:

- The location and purpose of all City buildings
- The process and guidelines for conducting preventive inspections of buildings to determine if structural or other repairs or maintenance is required
- Building structural integrity to determine if major repairs may be required
- Contract terms for evaluating the attainment of objectives by cleaning services
- The process for ordering supplies and charge backs to appropriate department accounts
- Budgeting and accounting to prepare an annual budget, oversee and approve expenditures, prepare financial forms and reports and bids, and analyze bids for services
- Fire extinguisher guidelines and expiration dates as well as proper functioning of elevators

- Orders and maintains City cellular services for all personnel
- The City's emergency readiness plans to coordinate a common response by all departments
- City record management system for assigned area, work orders, and requisitions

**Ability to**

- Conduct preventive inspections of buildings to determine if structural or other repairs or maintenance is required; evaluate the attainment of objectives by cleaning services
- Order and maintain supplies and cellular phones and charge back to department accounts
- Prepare an annual budget, oversee expenditures, and prepare reports and bids
- Inspect fire extinguishers and elevators for proper functioning or out-of-date issues
- Implement the City's emergency readiness plans to coordinate response by all departments
- Enter and manage work orders and requisitions for assigned area
- Perform routine office tasks such as data entry, telephone, filing, faxing, and photocopying

**Physical Requirements**

Work is generally light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The employee is not expected to have any unusual physical activity requirements (strength, agility, stooping, kneeling, crouching, etc) on any task involved in the work.

**Working Conditions**

The employee must be able to hear normal sounds from spoken words and communicate with others. Employee is required to have the visual acuity to determine accuracy, neatness, and thoroughness of the work. Work occurs both inside and out of doors. Outside work may require protective clothing/shoes, or ear and eye protectors.

**Education and Experience**

Graduation from high school or GED equivalency and three years administrative or mechanical maintenance experience overseeing building maintenance needs and estimating repair budgets; or any combination of education and experience sufficient to meet the job duties assigned.

**Special Requirements**

Valid NC Driver's License

**FLSA Status:** Nonexempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.