

TITLE: Coordinator, Facilities Maintenance Operations**CLASSIFICATION: Classified****SALARY GRADE: C09****SCOPE OF POSITION:**

Under general direction, plans, coordinates, and directs building maintenance and custodial activities for assigned site. Performs skilled maintenance in one or more of the construction trades. Maintains records of building and equipment maintenance. Assists with the operational budget for assigned area.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates facilities maintenance for assigned site, including leading the work of custodial staff.
2. Assists in the troubleshooting, repair, and maintenance of lockable hardware, and keying systems.
3. Troubleshoots, maintains, and makes minor repairs to electrical systems including heating and air-conditioning, lighting, temperature controls, fans, motors, pumps, and belts. Performs building maintenance and custodial duties, including troubleshooting and repairing plumbing problems or resolving minor electrical problems.
4. Performs preventative maintenance and inspections. Monitors the energy management system, maintains the water treatment plan, inspects fire alarms and other safety equipment, and replaces components such as filters. Recommends the removal of hazards in coordination with Facilities Operations. Assists with the deferred maintenance program.
5. Responds to calls for vector control, repairs, and service. Assigns appropriate staff to resolve problems.
6. Maintains service and inspection records on building and safety equipment and systems.
7. Orders, maintains, and inventories supplies and parts.
8. Assists in monitoring and preparing the operations budget of assigned area.
9. Coordinates room and events requests. Oversees the set up and take down of District and community event.

KNOWLEDGE OF:

1. Facility maintenance practices and procedures, including the proper use of tools, equipment, and other materials used in building and equipment trades.
2. Applicable building and safety code requirements.
3. Current technologies as they relate to maintenance operations. Safety precautions in the maintenance and installation of electronic and mechanical equipment.
4. Facilities construction and maintenance operations.
5. Relevant local, state, and federal rules and regulations.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Perform mechanical and custodial maintenance activities.
2. Operate required tools and equipment skillfully and safely.
3. Follow technical plans, drawings, or documents.
4. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
5. Communicate effectively, both orally and in writing.
6. Exercise appropriate judgement in interactions with others and with work processes.
7. Interact with the public in a helpful, courteous, and professional manner.
8. Demonstrated sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

2+ years of experience in custodial and general maintenance.

OTHER REQUIREMENTS:

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and a acceptable driving record.
- Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Must be able to safely use manual tools and power equipment common in the construction trades.
- Must be able to handle hazardous materials safely and respond appropriately to electrical hazards.
- Occasionally required to work under inclement weather conditions.
- Must be able to work safely in an environment containing cleaning materials using personal protective safety measures.
- Ability to obtain or complete forklifts, pesticides, asbestos, and blood borne pathogens training certificates and back safety classes.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).