

POSITION DESCRIPTION

Title: Facilities Maintenance Coordinator

Department: Building Maintenance

Job Analysis: April 2012, September 2014, **June 2018**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Building Maintenance Supervisor, Building Maintenance Engineers II & III ~~and Custodians assigned to County facilities located in Bay Minette, AL consistent with this position description~~

Internal Contacts: County Employees, Elected Officials

External Contacts: Architects, Contractors, Building Material Suppliers, Insurance Representatives, Alabama Department of Environmental Management, Alabama Department of Public Health, General Public

Status: Classified/Exempt (EC-8)

Job Summary

Manages installation and repairs on plumbing, heating, cooling and electrical systems in county facilities. Manages construction work as required. Inspects work completed by contractors and sub-contractors. Initiates emergency repair procedures as needed. Orders supplies as needed. Schedules repairs and construction to be completed within budget constraints. Inspects environmental systems including, but not limited to sanitary sewer, storm sewer, and waste management systems. Supervises, directs and inspects all repairs and installations as directed. Coordinates outages, upgrades, and improvements that affect County facilities with local utilities. Compiles plans and specifications related to a myriad of building maintenance issues. Coordinates with Budget / Purchasing and County Commission Administration regarding the design and installation of improvements to County facilities and construction of new County facilities. ~~Supervises the custodians in the county facilities located in Bay Minette excepting custodians supervised by other elected county officials as authorized by the Baldwin County Commission.~~

Job Domains

A. Equipment Maintenance

1. Responsible for installation and repairs on plumbing, electrical, HVAC, and refrigeration.
2. Supervise construction work for various projects as necessary.
3. Supervise welding repairs on equipment as necessary.
4. Inspect plumbing, heating, cooling, and electrical systems.
5. Inspect fire protection equipment as necessary.

B. Operations Management

1. Inspect work done by subcontractors as necessary.
2. Coordinate the work done by subcontractors and staff.
3. Order supplies required for building maintenance.
4. Schedule repairs to be completed on a daily basis within budget constraints.

C. Supervision

1. Plan, direct and supervise maintenance staff.
2. Provide technical assistance to contractors and budget / purchasing as directed.
- ~~3. Supervise, assign and review work of Bay Minette custodians; maintain records on said employees such as attendance, discipline and performance; schedule said employees work hours, vacation, and lunch hours.~~

Knowledge, Skills and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate with supervisor, subcontractors, and co-workers.
2. Math skills to take accurate measurements and perform multiplication and division.
3. Skills to complete order forms and progress reports accurately.
4. Skills to understand mechanical reports, blueprints, and wiring diagrams.
5. Knowledge of plumbing, heating, air conditioning and electrical systems.
6. Knowledge of materials and quantities necessary for maintaining county buildings.
7. Ability to inspect, diagnoses problems, and administer repairs in a timely and effective manner.
8. Knowledge of basic carpentry.

Other Characteristics

1. Willingness to provide own hand tools.
2. Willingness to work non-standard hours.

Minimum Requirements

1. Possess a valid driver's License.
2. Minimum of six (6) years experience in Building Construction, Construction management, construction administration, building maintenance, or other related technical experience.
3. Possess a Bachelor's Degree in Engineering, Construction Management, or related technical field from an accredited college or university accredited by a major accreditation agency. However, the aforesaid educational requirements may be satisfied with the individual possessing a combination of education, training and experience.