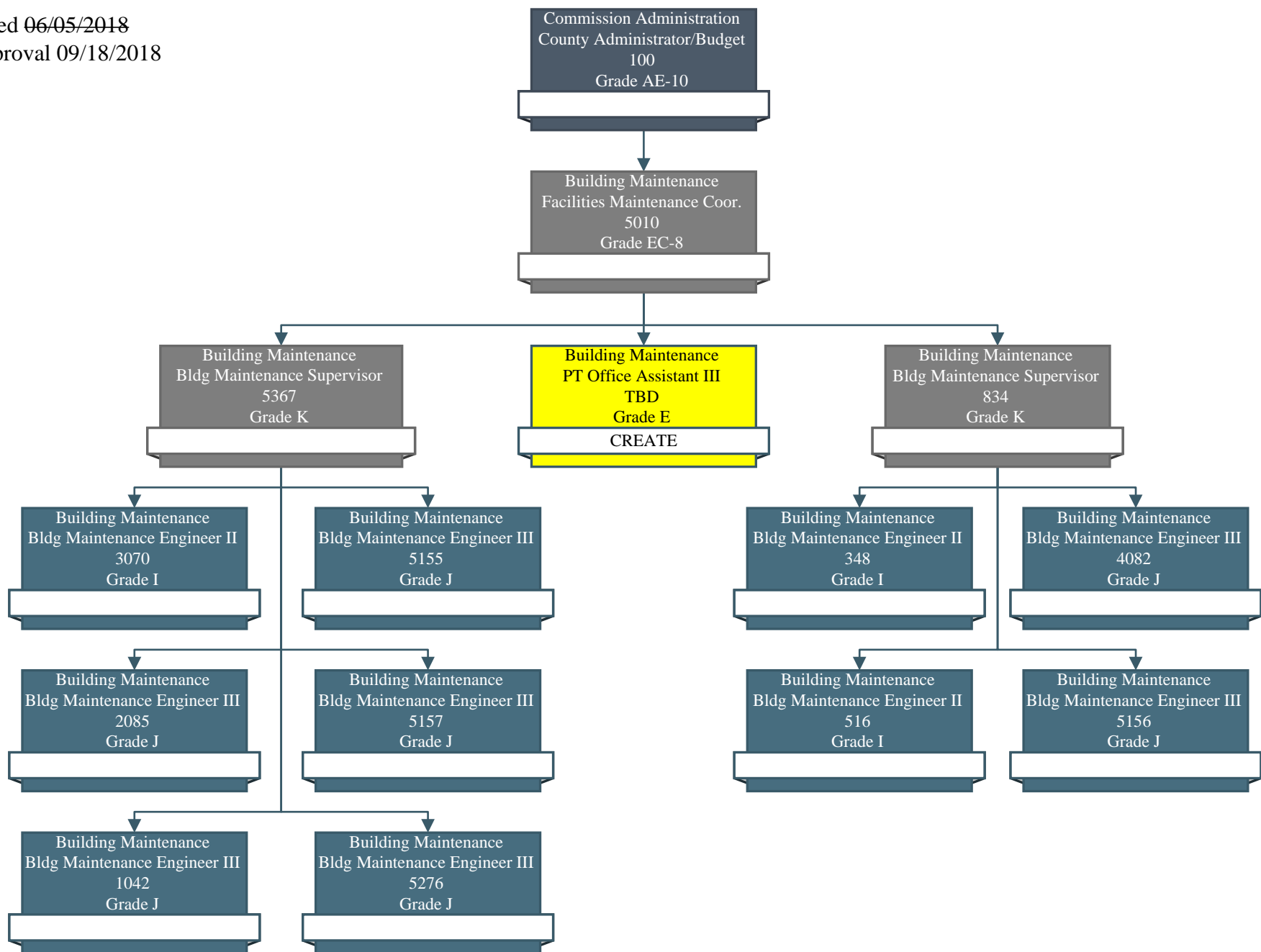


Approved 06/05/2018
For Approval 09/18/2018



POSITION DESCRIPTION

Title: Facilities Maintenance Coordinator

Department: Building Maintenance

Job Analysis: April 2012, September 2014, June 2018, [September 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, [Office Assistant III](#)

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.

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.

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For Approval at the 09/18/2018 BC Commission Meeting

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.

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.

POSITION DESCRIPTION

Title: Office Assistant III (Part-Time)

Department: Building Maintenance

Job Analysis: September 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: Facilities Maintenance Coordinator, County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Employees

External Contacts: Citizens, Elected Officials, General Public

Status: Classified/Non-Exempt (E)

Job Summary

This position consists of a myriad of clerical duties for the Baldwin County Building Maintenance Department including but not limited to answering the phones, creating and maintaining spreadsheets, and utilizing County software systems. The Office Assistant III must be able to speak and write professionally.

Part-time positions work no more than 29 hours per week on average. Additionally, part-time positions do not qualify for Baldwin County Commission benefits, with the exception of paid time off (PTO) and retirement through the Retirement Systems of Alabama.

Job Domains

1. Assists the Facilities Maintenance Coordinator with running the office operations, under the direction of the Facilities Maintenance Coordinator and the Building Maintenance Supervisors.
2. Reviews records, compiles reports, files documents, and gives technical assistance to employees as needed.
3. Takes notation or dictation as needed.
4. Types and/or prepares various documents using County software applications, Microsoft Office applications and Adobe Acrobat.
5. Conducts research.

6. Assists the Building Maintenance employees with the work orders and requisitions.
7. Performs a wide variety of administrative and clerical tasks.
8. Assists Building Maintenance staff as necessary with clerical tasks.
9. Maintains a neat and orderly office.
10. Other duties/tasks as assigned by the Facilities Maintenance Coordinator.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of clerical functions involved in accounting, record keeping, filing and general clerical work.
3. A good working knowledge English grammar, composition, and spelling.
4. Ability to communicate professionally, both orally and in writing.
5. Knowledge of departmental policies and procedures.
6. Ability to establish and maintain effective working relationships with public officials, employees and the general public.
7. Hear well enough to respond to verbal communication and to use the telephone.
8. Body movement to bend, stoop and move about.
9. Manual dexterity to write and type.
10. Ability to operate computers and basic software programs.
11. Ability to work in a fast-paced environment.

Other Characteristics

1. Willingness to work non-standard hours as required.
2. Be willing and available to attend training related to job.

Minimum Requirements

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High school diploma or equivalent required.