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## POSITION DESCRIPTION

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**TITLE: FACILITIES COORDINATOR**  
**REPORTS TO:** Engineering Services Supervisor  
**GRADE:** 6  
**FLSA:** Non-exempt  
**CONFIDENTIAL:** No

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None  
**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** High School diploma or equivalent is required. Completion of college coursework in business or public administration, management techniques and principles is desirable. Valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required.

**EXPERIENCE:** A minimum of four years of experience in managing the maintenance and repair of facilities, including some project management experience. A working knowledge of facilities management including: building repair and renovation, maintenance, security, and safety management. Knowledge in techniques, equipment, and materials used in custodial/janitorial work. Knowledge of management of District rights of way - including easements and other District sites. Experienced with the principles and practices of developing bid specifications for the purchase of services, supplies, and equipment. In addition, experience with a wide variety of materials, supplies and equipment used for maintenance, repair and remodeling of facilities such as those related to plumbing, electrical, carpentry, painting, heating, ventilation, air-conditioning systems (HVAC), and custodial work. Keen knowledge in methods and techniques of contract administration and project management and inspection.

Ability to plan, develop and manage a comprehensive multi-year, District-wide building maintenance plan and develop preventative maintenance specifications. Knowledge in working facility budgets to include a funded depreciation schedule and funding for cyclical repairs, including necessary administrative costs for managing the facilities maintenance services. Ability to develop and implement effective work schedules and productivity measures and identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solutions. Negotiate and manage contracts for services and lease agreements; and ensure that contracted work meets District needs. Ability to prepare clear and concise oral and written reports, accurate records, logs, and orders.

Extensive knowledge in principles and practices of policy development and implementation and the methods of cost analysis and quality control. Extensive knowledge in building safety codes and energy conservation techniques and with the Americans with Disabilities Act (ADA) compliance issues.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive specific work assignments, general direction, and have

results reviewed; District management to provide a variety of administrative support functions, District employees to discuss and resolve customer service issues; all other District personnel as required.

**EXTERNAL:** Interaction with consultants, contractors, reporters, customers, vendors, government agencies and officials to schedule meetings. District vendors to address issues related to billing issues and contract fulfillment; external calls from residents near District facilities to respond to inquiries.

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### PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; able to tolerate periods of continuous sitting; may on an infrequent basis assist with lifting up to 50 pounds. Prolonged sitting, standing and walking on level, uneven and slippery surfaces; reaching, twisting, turning, kneeling, bending, stooping, squatting in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. The need to lift, carry, and push tools, equipment and supplies weighing up to 25 pounds is also required.

***This position requires the ability to work extended hours, overnight shift, weekends and Holidays.***

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### ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, noisy conditions, contact with animals and insects, construction zones, hazardous traffic conditions, and confined spaces. Appropriate personal safety equipment is provided.

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### DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position is responsible for coordinating the facility maintenance program, right of way oversight, landscape and lease maintenance program and the security functions for the District. The ability to effectively organize and manage competing priorities; exercise sound, independent judgment within established guidelines; operate within budgetary guidelines; work effectively within a team environment; constructively deal with conflicts and effect resolutions; support of the District Strategic Plan and Mission Statement by acting as a positive role model and remaining informed and involved are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

| <b>% Time</b> | <b>Tasks</b>   |
|---------------|--|
| <b>30%</b>    | Facilities Maintenance Oversight <ul style="list-style-type: none"><li>Plans and monitors a comprehensive multi-year District-wide building maintenance program, including preventive maintenance and repair scheduling, inspections, and administration of building and safety permits.</li><li>Administers permits, use of facilities, and contracts, including inspection of work performed, approval of payments, coordination of work, and review of change requests.</li></ul> |

- Monitors construction and maintenance projects to ensure timely and cost efficient completion; maintains standards for materials and construction; regularly inspects work in progress and provides technical direction as needed; troubleshoots and develops solutions for complex technical problems.
- Provides contract administration for projects in carpentry, painting, electrical, heating, ventilation, air conditioning (HVAC) and other work related to the renovation, maintenance, and repair of District buildings and facilities.

**10%**

**Right of Way Maintenance Oversight**

- Monitors District easements and works with the Engineering and Right of Way Coordinator to ensure appropriate access controls are in place and recommends repairs and upgrades as needed.
- Supports the Engineering and Right of Way Coordinator with field data collection services related to the District's Right-of-Way management program.

**30%**

**Landscape Maintenance Oversight**

- Develops, monitors, and enforces terms of contracts with landscape maintenance firms.
- Plans and organizes work on district landscape assets including trees in a proactive manner.
- Inspects District landscape assets on a regular basis.

**15%**

**Security System Oversight**

- Maintains effective control over security systems in place at all District facilities.
- Monitors security system performance.
- Assigns passwords and ID badges to individuals.
- Assists with the design and construction of new systems as well as rehabilitation and replacement of existing systems as needed.
- Makes recommendations for upgrades and repairs of security systems.

**5%**

**Leased Space Oversight**

- Oversees the use of District lands that are leased by third parties.
- Ensures compliance with provisions of lease.
- Protects the District by notifying lessees of their use violates the terms of the lease or appears to be in conflict with other laws and regulations.

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**DETAILED DUTIES AND RESPONSIBILITIES – NON-ESSENTIAL FUNCTIONS**

**10%**

Performs all related duties as assigned.