



CLASSIFICATION NO. 473
Established: 7/94
FLSA: Non-Exempt
EEO: 8

BUILDING MAINTENANCE COORDINATOR

CLASS CHARACTERISTICS

Under direction, to plan, schedule, and coordinate the maintenance, repair and remodeling of County-owned building structures, systems and equipment; to lead the work of building maintenance personnel, court assigned workers and/or corrections trustees; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Building Maintenance series is used by County departments to provide maintenance, repair, and remodeling of County owned and leased building structures and related systems.

The Building Maintenance Coordinator is responsible for planning and monitoring programs for facility operations support, preventive maintenance and emergency and corrective repairs on heating, ventilating, air conditioning, electrical, mechanical, plumbing and structural systems at County owned and leased facilities. Incumbents schedule and oversee the work of building maintenance staff and service contractors, respond to service requests and complaints and manage routine capital improvement projects. Some positions may also perform skilled or semi-skilled trades work.

The Building Maintenance Coordinator differs from the Building Maintenance Specialist, Senior which performs skilled and semi-skilled building maintenance, repair and remodeling work and oversees the work of staff and contractors on assigned projects, but does not have broad program planning and administrative support duties.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Implements and participates in the preventive maintenance program; oversees and performs regularly scheduled inspections, maintenance and minor repairs of heating, ventilation and air conditioning (HVAC), plumbing, electrical, roofing and structural systems; identifies maintenance and repair requirements; documents condition and estimates project time and materials.
2. Responds to routine and emergency maintenance and repair service requests; prioritizes and coordinates work orders; assigns work to maintenance personnel and/or contractors; serves as liaison with customers, contractors and suppliers; inspects completed work and resolves complaints.

3. Oversees the performance of janitorial, landscape, elevator maintenance, fire and life safety equipment maintenance and laundry service contractors; requisitions and inventories supplies and materials.
4. Develops specifications and time and material cost estimates for proposed remodeling projects; assists in development of construction plans; completes and submits building permit applications; requests and evaluates contractor quotations.
5. Completes and files service records for building systems and fixtures; assists building inspectors, fire marshals and insurance agents during inspection visits; coordinates various support services, special events and meeting room arrangements; prepares related reports and correspondence.
6. Plans, coordinates and reviews the work of building maintenance staff, service contractors, temporary employees, community service workers and/or jail trustees; assigns staff to work projects; assists in evaluating employee performance; reviews time cards and completes payroll records.
7. Assists in budget preparation and administration; prepares cost analyses and makes recommendations on the purchase of machinery, equipment, parts, supplies and materials; monitors and controls expenditures.
8. Performs semiskilled carpentry, plumbing and painting work; fabricates, repairs and installs shelves, doors, windows and locking hardware; replaces or repairs faucets and valves and unplugs drains; patches and seals roofs; mixes, blends and matches paint materials; paints interior and exterior surfaces.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Service contract and repair procedures and practices; general methods, practices and techniques of structural, plumbing and mechanical maintenance; materials, tools and equipment commonly used in the maintenance and repair of commercial structures; preventive maintenance practices related to HVAC (heating, ventilation and air conditioning), hot water boiler and related physical plant systems; mechanical and structural schematics and blueprint terminology; applicable building and landscape maintenance safety practices; commercial janitorial and landscape maintenance practices and procedures; applicable building codes; applicable hazardous code regulations; basic math; record keeping techniques; basic supervisory techniques; public and customer service techniques.

Skill to: Schedule, monitor, coordinate and evaluate the work performed by maintenance personnel and commercial building maintenance and repair contractors; lead and train assigned personnel in building maintenance and customer service practices; maintain and service HVAC and other physical plant systems and associated controls; perform semiskilled carpentry, plumbing and mechanical repair; read and understand mechanical and structural schematics and blueprints; complete and file repair orders; communicate effectively, both orally and in writing; complete and maintain accurate records; establish and maintain effective working relationships with County personnel, contractors, vendors and the public.

WORKING CONDITIONS

Duties require frequent walking, climbing, bending, kneeling and the ability to lift and carry objects. Incumbents are exposed to wind, rain, snow, dust, fumes and other irritants.

Within Finance Department's Facilities Management Division, duties require squatting, kneeling, bending, twisting, balancing, climbing, fine motor control, and the ability to lift and carry up to 75 pounds, and push/pull 100 pounds. Duties involve frequent exposure to confined spaces, loud noises, slippery and/or uneven surfaces, working at heights, and adverse weather conditions.

Some positions are assigned to work in an adult custody setting involving frequent contact with inmates who may exhibit severe antisocial behavior.

Incumbents may be required to provide after-hours emergency response on a call-out basis.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Some positions require a Limited Maintenance Industrial Electrician's License issued by the State of Oregon.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check; Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check.

All positions within the Facilities Management Division and the County's Criminal Justice agencies must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/16