



CLASSIFICATION NO. 480
Established: 11/00
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FLSA: Non-Exempt
EEO: 8

FACILITIES SYSTEMS COORDINATOR

CLASS CHARACTERISTICS

Under direction, to oversee, plan, coordinate, schedule, monitor, inspect, and contract the building management systems control networks and automated building control systems; to lead and/or coordinate the work of facilities management personnel, service contractors and other County employees on assigned projects; to research design, procure, install, and program computerized mechanical building systems, HVAC systems, access controls, security systems, fire/life/safety systems and access controls; to troubleshoot hardware and software programs; to plan, schedule, and coordinate the maintenance, repair, and remodeling of specific County-owned and leased building(s)/structure(s) and its' systems and equipment; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Facilities Management Division, within the Finance Department, is responsible for planning, directing and administering comprehensive programs for space planning, commercial leasing, construction, re-modeling, maintenance, utilities, security, environmental safety and general support services for County-owned and leased buildings and grounds. Facilities is responsible for all County buildings to help ensure Clackamas County facilities and surrounding areas are maintained, safe for employees and visitors, and is secure.

The Facilities Systems Coordinator oversees mechanical and computerized systems related to HVAC and mechanical equipment, smoke detection, fire sprinklers, indoor air quality, building access control, employee panic alarms, intrusion alarms, video surveillance, elevator safety and other similar systems. Incumbents work closely with Technology Services, Human Resources, Sheriff's security, professional consultants, specialized equipment vendors, and service contractors to establish County needs and standards, procure equipment and monitor systems. Incumbents schedule and oversee the work of facilities management staff and service contractors and respond to service requests and complaints. Facilities Systems Coordinators are assigned to different areas, including HVAC or Security, Fire Safety, and Alarm teams. They serve all county departments and agencies.

The Facilities Systems Coordinator differs from the Building Maintenance Specialist, Senior that performs skilled and semi-skilled building maintenance, repairs 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. It is distinguished from the Building Maintenance Coordinator which performs general maintenance tasks and serves as a lead for maintenance personnel but does not coordinate projects and oversee work related to computerized maintenance control systems.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Oversees, programs, and controls various building systems computer programs for set points, sequence of operation, control strategies, alarms and notifications and other operational controls; reviews and monitors controls and mechanical systems to optimize comfort, maximize building systems equipment life, operation design, safety and security; provides utility monitoring, analysis, and recommendations to improve energy consumption.
2. Develops system improvement needs with various departments; meets and coordinates with other County departments, Technology Services, Human Resources, Sheriff's security, industry consultants, specialized equipment vendors, service contractors and various governmental agencies to evaluate needs and specify equipment.
3. Responds to, prioritizes and addresses routine and emergency maintenance and repair service requests; serves as liaison with customers, contractors and suppliers; inspects completed work and resolves complaints; plans, implements and participates in preventive maintenance program.
4. Performs skilled carpentry, security, and limited electrical work, inspects and diagnoses system and equipment operating problems; determines appropriate and cost-efficient method of maintenance or repair; designs, plans, arranges and obtains building permits for remodeling and repair projects; estimates cost and procures materials and supplies; fabricates and installs parts, machinery, equipment and fixtures.
5. Participates in budget preparations related to building systems by preparing cost estimates and recommendations; submits justifications for construction budget requests; monitors and controls expenditures for all operating and project costs; assists in the contracting request process including providing information on project scope of work, collection of bids, completion date requirements, staff report information and other required information for the contract.
6. Keeps management informed of the latest available technologies for assigned systems; performs or assists with estimates of project costs; schedules projects and contractors; provides on-site systems installation oversight; ensures conformance with contract plans and specifications; monitors and controls contractors and approves contractor invoices; coordinates projects with affected County departments.
7. Leads, guides, and trains other facilities management personnel in building systems installations, repair, and maintenance.
8. Sets standards for inventory levels and ordering; procures all materials related to area of assignment or for county assets and buildings including HVAC, security, access control, hardware, maintenance and repair supplies, materials and parts; completes and maintains service records, and records of repair and maintenance activities, parts used, supplies needed and related inventory items.

HVAC Assignment

9. Oversees and coordinates various preventive maintenance programs HVAC systems; records and tracks all preventative maintenance for all equipment; provides labor and cost estimates; coordinates staff, equipment and materials; procures and oversees contractor services.
10. Performs skilled commercial HVAC and mechanical systems repairs, maintenance and improvement; installs and maintains equipment and systems; inspects equipment and performs repairs; applies for and obtains required permits.
11. Oversees and investigates indoor air quality (IAQ) complaints and issues; performs IAQ monitoring and system tests with specialized technical equipment or specialized contractors; oversees hazardous materials (HAZMAT) program, including Asbestos Containing Materials (ACM), lead, polychlorinated biphenyl (PCB), mildew and mold.

Security, Fire Safety, and Alarms Assignment

12. Oversees and coordinates various preventive maintenance programs for facility security, surveillance and building access; records and tracks all preventative maintenance for all equipment; provides labor and cost estimates; coordinates staff, equipment and materials; procures and oversees contractor services.
13. Coordinates project work requiring installation of building operating and management systems, alarm systems and keyed access; coordinates with County Technology Services, Human Resources, Construction Supervisor and contractors; responsible for work which includes: installation, maintenance, repair, testing, and oversight of contractors for all fire and life safety, intrusion, access control, panic alarm, video surveillance systems and record keeping; programming of access control, buildings operating hours, and communication and coordination of alarm monitoring contractor(s); leads and coordinates all key, lock and door hardware procurement, production, installation, repair, maintenance, upgrades and record keeping.
14. Installs fire and life safety secure storage, shelves, doors, locking hardware, actuators, closers, and other controlled systems; inspects and reviews work; may schedule work; trains individuals in the safe operation equipment, use of evacuation equipment and safe practice for building response to threat or disaster.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices related to skilled trade specialty; laws, rules, and regulations governing skilled trade specialty; building management systems; contracting procedures such as scope of work, bid selection, and contract creation; general principles, practices, methods and techniques of building management systems, control network systems and maintenance; building security and access system equipment; computer programs and monitoring; computer control maintenance and repair; materials, tools and equipment used in the construction, remodeling, renovation, maintenance and repair of commercial structures and building management systems; power tool use, maintenance and repair; mechanical, electrical, and structural schematics and blueprint interpretation and terminology; security measures in a correctional institution; applicable building codes; applicable hazardous code regulations;

building safety practices and OSHA standards; basic math, record keeping techniques; tracking and monitoring; computer use in Microsoft Office Suite; public and customer service techniques; basic supervisory techniques; service contracts, repair procedures and practices.

- HVAC assignments: Principles and practices of building control network systems; HVAC and climate control equipment, program monitoring and systems; limited electrical and mechanical maintenance; HAZMAT requirements and Indoor Air Quality standards, tracking and monitoring; general methods, practices, and techniques of HVAC systems maintenance
- Security assignments: Principles, methods, practices and techniques related to security, fire, locksmithing, and life safety equipment and systems; laws, rules and regulations governing the security, fire, and life safety equipment and systems; preventive maintenance practices related to security systems; mechanical and structural schematics and blueprint terminology and application; applicable building codes; applicable hazardous code regulations; security and access control systems; preventative maintenance practices related to security and locksmith.

Skill to: Perform skilled security, fire, and life safety equipment and systems inspection, diagnostic, maintenance, and repair work associated with skilled trade specialty; plan and prepare cost estimates; organize, coordinate and functionally supervise the installation, repair and maintenance of assigned equipment and systems; manage skilled contractors, professional consultants, County staff and material vendors; read, understand and interpret facility construction plans, specifications and other contract documents; lead, train, schedule, monitor, coordinate and evaluate the work performed by facilities personnel; communicate effectively, both orally and in writing; complete and maintain accurate records; multitask a variety of assignments by effectively prioritizing and scheduling equipment and systems work; monitor and advocate high ethical standards in the public purchasing; assist in the development of building systems budget by reviewing future possible repairs, replacements and related projects; establish and maintain effective working relationships with contractors, officials of government agencies, County employees, vendors, suppliers and the public.

- HVAC assignments: Perform skilled inspection, diagnostics, maintenance, repair and service for HVAC and other physical plant systems and associated controls; performs physical plant HVAC testing.
- Security assignments: Perform skilled inspection, diagnostics, maintenance, repair and service work associated with building management and security systems; perform skilled locksmith duties and general/skilled construction/carpentry work.

WORKING CONDITIONS

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.

HVAC assignments: Required to provide after-hours emergency response on a call-out basis.

Security assignments: Regularly required to perform after-hours emergency response on a call-out basis 24 hours a day/7 days a week.

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.

- Limited Building Maintenance Electrician (LBME) license or equivalent, or ability to perform work under Supervising Electrician while in training toward licensure.

Must possess or have the ability to obtain within six (6) months of hire:

- Confined space certification
- Forklift certification
- State of Oregon DEQ/OSHA approved Class III Asbestos Containing Material (ACM) Worker course/training certificate
- Asbestos Hazard Emergency Response Act (AHERA) Building Inspector for Asbestos certification
- CPR/First Aid/AED certification
- Blood Borne Pathogen training
- CJIS and Work Day Certifications
- ATC 20 / 45 Certification
- C-CURE Software House Intermediate Integrator Certification

The following are required within six (6) months of hire based on assignment:

- HVAC assignment:
 - State of Oregon Boiler Class I license, EPA Universal HVAC Technician Certification EPA Clean Air Section 608, EPA HFC
 - EPA-Approved CFC Certification for Type I and Type II Refrigerants
 - Use and Recovery Certification within six (6) months of hire.
- Security assignment:
 - State of Oregon Locksmith Certification by the Construction Contractors Board
 - Trainer Certification – EVAC Chair, Fire Extinguishing, AED
 - NFPA 10 Portable Fire Extinguisher Certification

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

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.

Must pass a pre-employment drug test.

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.