

## FACILITIES WORK COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Facilities Work Coordinator is responsible for supervising and coordinating carpentry, electrical, plumbing, and Heating, Ventilation, and Air Conditioning (HVAC) maintenance, repair, and construction activities of the Facilities Maintenance Department. Responsibilities include: receiving, prioritizing, scheduling, and monitoring maintenance work requests, contract services, and preventive maintenance for all air conditioning, plumbing, electrical, and carpentry work. The incumbent is also responsible for: conducting special projects and studies of facilities operations and development matters; interfacing with City departments to determine project intent and scope of work; analyzing plans to assist in determining satisfactory design and conformance with City codes and safety requirements; facilitating the advancement of projects through various phases of project management; and coordinating construction and/or remodeling projects. Administrative duties include: reviewing construction plans and specifications, prepares budget estimates and conducts and coordinates inspection to ensure proper space and system furniture measures and protocols are utilized; and estimates for building facilities and overall reconciliation of CIP request for building facility improvements. Other duties include: reviews plans, drawing and specifications for ADA compliance for City-owned facilities by analyzing structural and architectural plans, conducting research, performing calculations, conducting on-site inspections to ensure accuracy, coordinating activities with personnel, and consulting with outside agencies. An employee in this class assists in the preparation and monitoring of the division's operating and capital budget, establishes and maintains work management data, and develops goals, plans, and performance measurements. The incumbent performs related duties as required.

**Distinguishing Features:** The incumbent in this class reports to the Facilities Maintenance Department Director and is evaluated through conferences, reports, and results achieved. Supervision is exercised over the classifications of Facilities Foreman, Space Planner and Contract Specialist. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Industrial Engineering, Construction Management, or a related field. Considerable (3 - 5 years) experience in Facilities Maintenance, that includes: three years of supervising journey-level workers in at least one of the construction trades. Experience with computerized data management systems.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date. Due to the required access to all secured buildings, for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa to allow full, unescorted access to police facilities (*by assignment*).

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience with Business Owners and Managers Association (BOMA) standards is highly desirable. Coursework or formal training in AutoCAD, or related course of study is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, and public officials in order to direct and assign workers in construction, maintenance, alteration, and repair of public buildings, facilities, and equipment. Instructs and trains subordinates regarding data management systems and City policies and procedures. Prepares written documents such as financial and management reports with clearly organized thoughts and using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews work products of others to ensure compliance with standard operating procedures and federal (including ADA), state, and local regulations as they pertain to facilities maintenance, construction, and alterations. Operates a personal computer to maintain database systems, conduct statistical analyses, create spreadsheet programs, and input data to prepare reports. Operates a motor vehicle requiring a standard Arizona Driver's License to conduct on-site visits at job sites and attend meetings. Meets scheduling and attendance requirements.

**Mental:** Participates in the determination of work project priorities and workload balancing including scheduling projects and establishing work standards and operating procedures. Supervises and evaluates work of supervisory personnel in air conditioning, electrical, plumbing, mechanical installation, repair, carpentry, space planner and service contract monitoring. Oversees procedural, operational, and other work-related problems. Designs systems, processes, procedures, forms, and work measurements to improve methods of operation, simplify work flow, space planning and convert manual processing to automated system. Evaluates performance for determining staffing levels. Designs reporting systems for use in unit measurement studies. Studies operational problems such as equipment utilization, management reporting system, staffing patterns, and prepares written recommendations for changes and/or improvements. Employs work measurement techniques to develop project plans to achieve established objectives and time schedules. Computes mathematical figures and makes relatively complex arithmetic computations to prepare statistical summaries.

**Knowledge and Abilities:**

Knowledge of:

building and safety code requirements;  
building, electrical, plumbing, and HVAC maintenance, repair, and construction methods;  
estimating practices and current labor and material costs;  
contracting;  
systems furniture;  
AutoCAD;  
Uniform Building Code;  
BOMA Standards;  
ADA Regulation;  
the principles of cost control and automated computer management systems;  
the principles of work measurement and activity analysis;  
the principles of statistical methods and techniques; and  
the principles of continuous quality improvement.

Ability to:

employ work measurement and space planning techniques, and conduct studies and research with minimal supervision;  
analyze, interpret, and report findings and recommendations;  
read and interpret plans and specifications;  
prepare sketches of proposed work;  
plan, organize, allocate, coordinate, supervise, and appraise the work of subordinate personnel;  
express ideas clearly and concisely, both verbally and in writing;  
communicate effectively with City employees, contractors, engineers, vendors, and the general public;  
prepare bids, technical specifications, and contract/service agreements; and  
lead others toward a sustained high level of customer service and ensures quality service delivery.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-TEC

INCREMENTS 81-200

PAY GRADE: 50

IND-9015

SWORN-No