

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Facility Operations and Maintenance Coordinator

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 511

FLSA Status: Exempt

Job Code: R871

JOB SUMMARY

The purpose of this classification is to assist in the coordination of activities relative to project administration, such as in-house projects and contracted services supported by the Facility Services Division; including planning, project management, reporting, procurement and contract assistance for capital improvement projects. In addition, this position plans, coordinates, and performs all division support personnel functions and coordinates daily operations involving facility maintenance of City of Roswell Recreation & Parks Department buildings.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and assists in evaluating assigned staff: coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; conducts or coordinates staff training activities; responds to employee problems/concerns; assists in counseling, disciplining, completing employee performance appraisals, and selecting new employees.
- Assists in ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; places safety cones, markers, or signs to alert employees/citizens of work areas, wet floors, or other potential hazards; locks/secures chemical storage areas; initiates any actions necessary to correct deviations or violations.
- Consults with division manager, City management staff, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; performs the duties of immediate manager in absence of same.
- Supervises and coordinates general maintenance and repair work on buildings, equipment, grounds, and related facilities: oversees and assists staff in performing skilled, semi-skilled,

and manual work involving building maintenance, building construction, carpentry, painting, mechanical, plumbing, heating and air conditioning, sign maintenance, custodial, or other maintenance projects.

- Plans, organizes, schedules, and supervises maintenance/repair projects: writes or receives work orders; prioritizes and schedules work; determines and coordinates necessary equipment, materials, and manpower to conduct projects; plans most efficient use of resources to complete work orders; assigns projects to appropriate staff, and redirects/reassigns workers in response to emergencies or changes in priorities; monitors work performed by outside contractors; monitors progress in meeting project deadlines; inspects quality of completed work; responds to problems or emergency situations.
- Conducts maintenance inspections of buildings, equipment, grounds, and facilities to identify potential problems, unsafe conditions, needed repairs, or other situations requiring attention: ensures that operation, construction, and maintenance of buildings, equipment, and systems are in compliance with applicable laws, codes, regulations, and standards; monitors and tests smoke/fire alarm systems; schedules and monitors all preventative maintenance as needed; issues work orders for maintenance/repair work; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to appropriate personnel; initiates any actions necessary to correct deviations or violations.
- Repairs deficiencies in all life safety systems, and mechanical equipment for all structures in the Parks system.
- Keeps all buildings up to fire code by scheduling inspections, repairs, and responding promptly to all fire deficiencies including any fire: sprinkler, alarms, extinguishers, deluge and chemical systems.
- Serves as part of the emergency task force for the city; scheduling and coordinating the on call emergency response team, which includes being on call seven days a week, 365 days a year.
- Oversees the daily work schedules to ensure adequate coverage; reviews employee time sheets; assists with development of programs, policies, and procedures; provides budgetary input; monitors expenditures to ensure compliance with approved budget.
- Maintains inventory of equipment, tools, chemicals, supplies, and other materials: monitors inventory levels and ensures availability of adequate materials to conduct projects and work activities; initiates orders for new or replacement materials; obtains competitive price quotes from vendors.
- Supervises and assists staff in performing various tasks involving maintenance of electrical systems: troubleshoots electrical problems; installs, relocates, or repairs lighting fixtures and switches; repairs/replaces electrical motors, pumps, fans, switches, timers, fuses, thermostats, bulbs, and ballasts; tests and replaces receptacles; installs and resets breakers; installs and tests electrical wires; pulls electrical wires and conduits; operates and tests emergency generators.
- Supervises and assists staff in performing various tasks involving maintenance of plumbing systems: troubleshoots plumbing problems; installs/repairs plumbing fixtures and components; clears water lines, drains, and toilets; repairs plumbing leaks; replaces seals, gaskets, and valves; replaces water filters.
- Supervises and assists staff in performing various tasks involving maintenance of heating, ventilation, and air conditioning (HVAC) systems: troubleshoots air conditioning or heating problems; monitors, adjusts, diagnoses, and resolve HVAC problems; checks temperature on HVAC units; utilizes computer system to monitor system operations; services/maintains

HVAC systems; cleans fans and condenser coils; cleans/replaces filters; lubricates and replaces bearings; lubricates motors; adjusts and replaces belts.

- Supervises and assists staff in performing various tasks involving general building maintenance, carpentry, or construction projects: builds/constructs cubicle walls; paints interior/exterior surfaces; cuts, solders, and/or welds metal pipes or parts; removes, repairs, and replaces floor/ceiling tile; cleans gutters; installs, adjusts, and repairs doors and hardware; replaces windows, doors, and glass panes; lubricates hardware; constructs or assembles tables, cabinets, shelving, or furniture.
- Supervises and assists staff in performing various tasks involving custodial maintenance: cleans carpets; sweeps, mops, scrubs, and waxes floors; cleans and polishes furniture, equipment, fixtures, surfaces, walls, trim, doors, cabinets, vents, or other surfaces; cleans brass railings and door surfaces; washes/cleans glass doors and windows; cleans, sanitizes, and deodorizes restrooms; cleans kitchen/break-room equipment such as coffee pots, coffee machines, microwave, refrigerator, dishware, or vending machines; replenishes soap products and paper products; empties and cleans trash containers; picks up and disposes of trash from floor/ground areas; carries/transport trash to dumpster or other designated trash receptacle.
- Supervises and assists staff in performing various general/manual tasks in general support of departmental or City projects: collects and disposes of recyclable materials; changes letters/signage on marquee signs; hangs artwork and plaques; erects signs and flags; oversees and assists with setup and break down of tables, chairs, audio/visual systems, or other equipment for meetings/events; lifts/moves equipment, furniture, and heavy materials; loads, transports, and unloads equipment and materials; picks up and disposes of debris/litter from floor or ground areas.
- Inspects/tests machinery, equipment and parts for proper operations: makes adjustments, repairs or replacements as appropriate; reports problem situations.
- Operates a variety of equipment, machinery and tools used in department projects and activities, which may include a motor vehicle, utility truck, air handler, chiller, boiler, air compressor, pressure washer, table saw, circular saw, band saw, jig saw, drill, drill press, router, sander, grinder, vacuum cleaner, carpet cleaner, buffer, broom, mop, shovel, ladder, meters, postage machine, testing instruments, measuring devices, carpentry tools, painting tools, plumbing tools, pneumatic tools, mechanic tools, cleaning supplies, or hand tools.
- Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning shop/work areas: monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Prepares or completes various forms, reports, correspondence, time sheets, schedules, training reports, maintenance checklists, work orders, maintenance records, requisitions, inventory records, test records, signs/notices, room reservation forms, or other documents.
- Receives various forms, reports, correspondence, time sheets, schedules, inventory records, lists, work orders, maintenance checklists, invoices, receipts, blueprints, architectural drawings, diagrams, maps, material safety data sheets, policies, procedures, operational guides, catalogs, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Operates a personal computer, general office equipment, audio/visual equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, desktop publishing, climate control monitor, e mail, Internet, or other computer programs.
- Communicates with manager, employees, other departments, City officials, contractors, vendors, outside agencies, the public, or other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree in a related field; Bachelor's degree preferred; supplemented by three years of experience supervising facilities maintenance and/or training involving supervision, project coordination, general construction, general building maintenance, HVAC, plumbing, electrical systems, mechanical systems, custodial maintenance, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and methods associated with building maintenance trades, including construction, electrical, plumbing, HVAC, mechanical, carpentry, and/or custodial maintenance.
- Knowledge of the laws, standards, and regulations pertaining to building operations and fire safety.
- Knowledge of established safety rules and departmental policies and procedures; requires general knowledge of the principles of supervision.
- Knowledge of the purpose and safe operation of various tools and equipment used in building maintenance trades.
- Skill in operating audio/visual equipment, sound/light equipment, and tools/equipment used in building maintenance projects.
- Ability to read gauges and testing instruments.
- Ability to effectively lead assigned staff and to plan/direct the work of subordinates.
- Ability to interact tactfully and courteously with the general public.
- Ability to work evenings and weekends on a scheduled and/or emergency basis.

- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity and in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, hazardous materials, heights, machinery, vibrations, electric currents, traffic hazards, and bright/dim light.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.