

CLASS SPECIFICATION

City of Duncan, Oklahoma

GRADE 57
Updated: 05/05/2022

CLASS TITLE: FACILITY COORDINATOR
REPORTS TO: ASSISTANT PUBLIC WORKS DIRECTOR
DEPARTMENT: PUBLIC WORKS
FLSA STATUS: NON-EXEMPT

Class specification statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

JOB SUMMARY:

This is skilled, specialized work managing maintenance, renovation, and improvements of City offices, support facilities, buildings, and supporting equipment/machinery. Coordinates facility maintenance activities with all City departments.

Work involves responsibility for the application of specialized skills, either personally, through the supervision of subordinate personnel or contractors to specific tasks necessary for the maintenance, upkeep and improvements of facilities within the City.

Plans, directs, and supervises the work of skilled and semi-skilled workers engaged in the repair, maintenance, and construction of City facilities including electrical, plumbing, carpentry, and heating, ventilation, and air conditioning. Ensures a clean and healthy environment for City employees and the public.

Prepares purchase orders, creates budget and supply spreadsheets.

MAJOR RESPONSIBILITIES AND DUTIES:

Essential Functions:

Plans and organizes maintenance and preventive maintenance programs for air conditioning and heating units, electrical work, and plumbing work for all City facilities.

Solicits public bids and schedules/coordinates contractors for building and roof repairs; renovations; capital equipment installations and improvements, i.e., heating and air

conditioning repairs; carpentry work and painting.

Plans and prepares short range and long range budgetary forecasts for four cost centers including salaries, material, equipment, training, and outside contracts.

Supervises the procurement, inventory, warehouse, distribution, and cost tracking of all custodial and janitorial supplies for all City departments and purchases materials, tools, and equipment needed for building repairs. (Does not apply if janitorial services are contracted out)

Oversees renovation construction and reviews specifications on projects performed by other departments and contracted projects performed by private companies.

Examples of Other Major Responsibilities:

Supervises carpentry; plumbing; HVAC; electrical; painting; glazing; and concrete/masonry work in construction and repair projects.

Performs building maintenance repairs as needed including heating and air conditioning, electrical, plumbing, and carpentry.

Responsible for problem-solving of unanticipated repairs and deficiencies in a prudent and cost saving manner.

Attend training to strengthen technical knowledge, business management, and leadership skills.

Maintains various divisional records including time sheets, data or cost of material and labor, inventory control reports, and related records.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

Computer
Power Tools
Vehicle

Calculator
Hydraulic Lift
Paint and Materials

Cell Phone
Test Equipment and Gauges
Construction Materials

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or equivalent. Technical or vocational school training in electrical, plumbing, heating and air conditioning, or carpentry preferred.

Five years experience in facility maintenance, facility construction/repair, facility renovation, or a related field, or any equivalent combination of education and experience, which provides the required knowledge, skills, and abilities.

Five years experience as a supervisor in a maintenance or general construction environment and/or equivalent combination of experience in a related field.

Experience in asset management practices.

Experience in office work including the ability to use Microsoft Word and Excel.

Licenses and Certifications:

Must possess a valid Oklahoma driver's license and satisfactory motor vehicle record.

Knowledge:

Knowledge in methods, techniques, and practices of the operation, maintenance, and minor construction of building and related facilities including electrical, heating and air conditioning, and plumbing and of the supplies, materials, and personnel requirements for a comprehensive maintenance and repair program.

Knowledge of procurement, warehousing, and distribution of supplies and materials.

Knowledge of tools and equipment used in repairing, remodeling, maintenance, and construction of facilities.

Experience in exercising judgment, tact, and diplomacy in dealing with the public, other agencies, and all other City department personnel.

Skills:

Ability to plan and organize the work of others and the willingness to assume responsibility for work performed by self and others, resolve minor complaints, and deal with day-to-day occurrences.

Operating equipment used in repairing, remodeling, maintenance, and construction of buildings.

Ability to maintain records, track costs, and submit both oral and written reports.

Ability to read, analyze, and interpret plans and specifications.

Ability to use email, telephone, Microsoft Word, and Microsoft Excel.

Ability to understand and follow oral and written instructions and to under take responsibilities with some initiative and judgment.

Ability and willingness to maintain information confidentially.

Mental and Physical Abilities:

Ability to maintain regular, predictable and punctual attendance.

Ability to concentrate and pay close attention to detail and be mentally and physically prepared for unforeseen emergencies at all times.

Ability to lift and carry moderately heavy (25-50 lb.) supplies, materials, and equipment frequently. Ability to lift and carry heavy (50-75 lb.) supplies, materials, and equipment occasionally. Work requires continued walking, stooping, standing, and some climbing.

Periodically perform callback duties and be available for call outs during off duty hours.

Working Conditions:

Exposure of up to 50% of work time to dirt, dust, extremes of temperature, noise, and noxious fumes and odors.

On call for emergencies.

The essential functions for this position are classified as a “safety-sensitive job” under the Unity Bill, which could affect the safety and health of the employee or others.

Facility maintenance technician

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job

related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Human Resources Director

I have been given a copy of this job description and understand it. I agree that I am capable of performing the job as described.

Applicant Signature and Date: _____