

COORDINATOR OF FACILITIES MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: This is primarily coordinating work involving responsibility for overseeing and participating in the maintenance and repair of a large building complex and appurtenant structures and related equipment. The work is performed under the general direction of the Assistant Director of Plant Facilities, and work guidance (e.g. lead work) may be provided to maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and participates in maintenance and repair work to assure timely and successful completion of day-to-day repair and maintenance work;

Acts as liaison between the Assistant Director of Plant Facilities and maintenance supervisory staff to share information related to building and equipment maintenance and repair projects;

Acts as liaison with other departmental staff and/or managers as needed to exchange information regarding facilities-related projects;

Plans, organizes, schedules, coordinates and participates in a preventive maintenance program for the periodic maintenance, repair and/or replacement of large, medium and small medical and non-medical equipment and devices (e.g. thermometers, glucose meters, air suction devices, patient monitors, refrigeration equipment) using a computer-based work order system;

Leads and participates in on-site inspection at the health center's physical plant and equipment (both medical and non-medical) to assure compliance with contract specifications relating to special maintenance and repair projects;

Meets with vendors and sales personnel in relation to ordering all materials, supplies and services in accordance with County purchasing practices;

Coordinates and produces maintenance and repair reports based on information obtained from records or computer-based work order systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building and equipment maintenance; thorough knowledge of County purchasing procedures*; good knowledge of Department of Health requirements relating to the health center's facility and equipment; good knowledge of the methods, materials and tools used in minor construction projects; working knowledge of the basic aspects of several skilled trades such as carpentry, electrical, painter, plumber, heating, ventilation and air conditioning; ability to plan and coordinate maintenance and repair of the County's physical plant and equipment; ability to communicate effectively, both orally and in writing; ability to understand and interpret technical documents relating to building and equipment maintenance and repair; ability to prepare simple reports; ability to use a computerized work-order system and other software applicable to facilities maintenance operations*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and seven (7) years of building maintenance, operations or construction experience involving a skilled building trade, two (2) years of which must have been at a supervisory level and two (2) years of which must have substantially involved repairing patient medical equipment.

NOTE: Possession of a Bachelor's degree in Mechanical Engineering, Electrical Engineering, or comparable curriculum, may be substituted, on a year-for-year basis, for up to four (4) years of the required general experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate to the kind and size of vehicle to be driven.

*To be demonstrated during the probationary period.