

FACILITIES COORDINATOR

DEFINITION

Under general direction, this single incumbent position is responsible for managing operational activities of court facilities, maintenance programs, and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to assume a project leadership role, have independent judgment and action and perform the most varied, complex, or specialized work. This classification is distinguished from the Management Analyst I/II/III classification in that the incumbent is responsible for day-to-day facility project coordination and administration.

TYPICAL TASKS

Tasks may include, but are not limited to:

- administrative oversight of operational policies and procedures regarding facility safety, security, maintenance, and janitorial services;
- coordinate and resolve technical and procedural problems;
- monitor and oversee vendor compliance as it relates to contract agreement;
- ensure accurate inventory of supplies, fixtures, furniture and equipment;
- administer policies and protocols to ensure a chain of custody for court record inventory;
- prepare, track, and document correspondence and cost analysis for facility requests;
- coordinate a variety of administrative programs and special projects with other departmental activities;
- develop, plan and administer court building maintenance projects as assigned;
- coordinate facility moves and relocations;
- administer Court vehicle use and maintenance;
- develop and administer facility signage assessment and upgrades;

EMPLOYMENT STANDARDS

Knowledge of:

- modern office methods including use of personal computer and related software;
- working knowledge of CA Rules of Court, building codes and guidelines related to facilities management and maintenance;
- Americans with Disabilities Act and OSHA requirements;
- safe work practices and techniques;

- appropriate security and control measures and procedures;
- basic vehicle maintenance and record keeping practices;

Ability to:

- plan, analyze, organize and administer programs and projects;
- use and care of power tools used in building trades work;
- recognize conditions which require maintenance and repair and correction of safety hazards;
- reason logically and prepare analytical reports and recommendations;
- organize own work, set priorities and meet critical deadlines;
- exhibit flexibility/adaptability to changing work assignments;
- communicate effectively orally and in writing;
- establish and maintain effective work relationships with Judges, Court Personnel, County, Administrative Office of the Courts, contractors and vendors.

PHYSICAL CHARACTERISTICS

The ability to bend, stoop, reach, push, pull, climb, crawl, kneel and use a ladder or step stool to reach equipment or areas above or below shoulder height; lift and carry items up to 75 lbs; utilize tools both power and manual; operate a motor vehicle; speech and hearing sufficient to communicate effectively in an office environment; perform tasks outdoors or on uneven ground or floor surfaces; manual dexterity to operate a computer keyboard; personal mobility to work in various office and courtroom locations.

EXPERIENCE/EDUCATION

Minimum three (3) years of increasingly responsible experience performing facilities planning and maintenance and/or construction, maintenance and repair for commercial/institutional facilities, including two (2) years of which must have been in an administrative, supervisory or project management role.

Familiarity with OSHA and ADA guidelines is desirable. Knowledge of CAFM (computer aided facility management) is desirable.

OTHER CONDITIONS OF EMPLOYMENT

- This position requires a valid California driver's license.
- Incumbents may be required to work in excess of regular business hours.