



FACILITY OPERATIONS COORDINATOR 2

Job Code: 346ABE
Bargaining Unit: 10
Effective Date: 4/12/1999

Description of Work

General Statement of Duties

Plans and coordinates the cleaning, operation, and routine maintenance of all district facilities and their immediate grounds; provides supervisory direction to employees engaged in the cleaning and operation of district facilities and grounds; and performs related duties as required.

Supervision Received

Works under the close supervision of a division head.

Supervision Exercised

Exercises general supervision cooperatively with the building administrator through subordinate supervisors over other custodial support staff; may supervise Facility Operations Coordinator 1's in the absence of, or at the direction of, the unit or division head.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Develops long-range departmental plans including establishing goals and objectives.

Develops, implements and tracks a preventative maintenance program; monitors results and modifies plan accordingly.

Develops and manages an in-service training program.

Develops and maintains a custodial program specifically designed for a multi-facility district which establishes staffing requirements, cleaning priorities, and work schedules.

Reviews, researches, recommends and implements new processes, materials and equipment in order to produce greater productivity and efficiency.

Develops and manages a safety program for custodial staff.

FACILITIES OPERATIONS COORDINATOR 2

Typical Duties Performed (continued)

Develops, implements and manages the summer restoration cleaning program for all district facilities.

Directs the preparation of divisional reports and maintenance records.

Makes effective hiring and probationary retention decisions; counsels employees and initiates disciplinary actions as warranted; makes recommendations to the division head relating to advanced disciplinary actions.

Responds to emergency situations, mechanical equipment failure, building break-ins, and fire or property damage on an on-call basis.

Determines the furniture requirements of district facilities and develops specifications to permit competitive bidding and purchasing of furniture meeting the district's requirements.

Consults with building administrators and head engineers regarding the performance of custodial staff and input for the preparation of performance appraisals.

Knowledge, Skills and Abilities:

Thorough knowledge of the Minimum Level Housekeeping Program that identifies the task that needs to be performed, the time it should take to perform the task and the frequency of the task.

Thorough knowledge of supervisory techniques.

Considerable knowledge of preventive maintenance tasks relating to working heating, ventilation and air conditioning (HVAC), boiler, chiller, cooling towers and swimming pool systems.

Considerable knowledge of building HVAC systems and fire/security systems.

Considerable knowledge relating to the use of custodial supplies, products and equipment.

Considerable knowledge of proper pool maintenance and safety regulations.

Working knowledge of building and safety regulations.

Working knowledge of Civil Service Rules and Regulations.

FACILITIES OPERATIONS COORDINATOR 2

Knowledge, Skills and Abilities (continued)

Working knowledge of federal, state and local laws, rules and regulations relating to the maintenance of buildings and equipment.

Working knowledge of standard office practices.

Considerable ability to develop, prioritize and implement a long-range work plan.

Considerable ability to operate boilers and related equipment.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact effectively with district staff and the general public representing diverse backgrounds.

Considerable ability to develop departmental training programs.

Considerable ability to interpret building blueprints, drawings and specifications.

Considerable ability to plan, assign, coordinate, delegate, supervise, train and evaluate the work of others.

Working ability to operate standard office equipment including a personal computer.

Minimum Qualifications

An associate degree, or undergraduate certificate, in business administration or an equivalent course of study and two years of experience as a Facility Operations Coordinator 1 or equivalent experience, or six years of experience as a Facility Operations Coordinator 1 or equivalent experience;

Must possess a valid Minnesota Class D driver's license or equivalent out-of-state license with no revocations or suspensions during the three-year period prior to the examination (suspensions for parking related offenses excluded);

Must possess a Chief Grade C Boiler license.