



Department:	Comm. Svcs./Vet's Bldg
Bargaining Unit:	General Employees
Salary Range:	E 37
Last Revision:	August 2008

FACILITY COORDINATOR – VETERANS’ MEMORIAL BUILDING

DEFINITION

Under supervision from the Community Services Director, to plan, organize and coordinate the operations of the Veterans’ Memorial Building; to coordinate assigned activities with other divisions, outside agencies, and the general public; to select, supervise, train and evaluate staff; to provide staff assistance to the Community Services Director.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in the development and implementation of goals and objectives for use of the Veterans’ Memorial Building; recommend and implement policies and procedures; interpret and enforce departmental policies for the public and employees.

Assist in determining facility plans and priorities.

Assist in selecting, training, motivating, and evaluating support staff; provide, coordinate and supervise staff training; work with employees to correct deficiencies.

Lead, plan and review the work of staff responsible for providing semi-skilled services related to building and grounds maintenance at the Veterans’ Memorial Building.

Supervise the use and operation of maintenance equipment and power tools including floor cleaning machines, aerial lifts, carpet cleaning machines, vacuums, mowers, edgers and blowers; maintain hand tools and assigned equipment.

Arrange furniture and equipment for events; ensure set up is correct.

Prepare, open, monitor and close facility for reservations, special events and public use; secure building and guard against vandalism and abuse.

Water, mow, weed, trim and fertilize lawns; operate mowers, edgers and blowers.

Plant, water and maintain landscaped areas consisting of bushes, trees, flowers and shrubs.

Rake leaves and clear debris from walkways, courtyard and other surfaces.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Clean buildings including floors, walkways, ceilings, walls, windows, lights, restrooms and office furniture and fixtures.

Prepare purchase requisitions to order supplies and equipment, and maintain an inventory of supplies necessary for the custodial maintenance of the building.

Assist in the preparation, recommendation and administration of the Veterans’ Memorial Building Division budget.

Coordinate the scheduling and use of the Veterans’ Memorial Building with other divisions, citizens, school districts and outside agencies and organizations.

Coordinate the use of the facility with various veterans’ organizations and other tenant users of the facility.

Provide staff assistance to the Community Services Director; prepare and present staff reports and other necessary correspondence; develop and prepare routine reports.

Assist in preparing bid specifications; compiling price quotations; purchasing necessary equipment and supplies.

Respond to and resolve difficult inquiries and complaints.

OTHER JOB RELATED DUTIES.

Perform related work as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, tools, materials and equipment used in general building and grounds maintenance and cleaning operations.

Safety practices to be used in building cleaning and minor maintenance work.

Building inspection processes, procedures and record keeping related to fire extinguishers and fire sprinklers.

Techniques used in public relations.

Basic principles of municipal budget preparation and control.

Principles of supervision, training, and performance evaluation.

Knowledge of:

Basic report writing.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

Skill to:

Safely use hand and power tools.

Operate floor care equipment.

Operate modern office equipment including computers and specialized recreation facility management systems.

Organize and coordinate projects, programs and activities.

Operate a motor vehicle safely.

Ability to:

Supervise and coordinate the work of assigned staff.

Set up and take down various equipment such as furniture.

Establish and maintain building security.

Work independently, often with limited supervision or direction.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Establish and maintain positive working relationships with those contacted in the course work.

Ability to:

Tactfully and courteously respond to requests and inquires from the general public.

Communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of increasingly responsible experience performing building and grounds maintenance duties within the assigned area of responsibility.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, and ability to maintain, an appropriate, valid California driver=s license.

Possession of, or ability to obtain, certification in First Aid and CPR.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to pass a Department of Justice criminal record check for employment.

Ability to work unusual hours including nights, weekends, and holidays.

Bilingual (English/Spanish) desirable.

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs.; exposure to cold, heat, noise, chemicals, vibrations, mechanical hazards, electrical hazards and outdoors; ability to travel to different sites and locations.

Effective Date: August 2008