



Job Title: **Facilities Coordinator Level 1 & 2**

Department: **Facilities Services**

Supervisor: **Director of Facilities Services**

Lane Placement: **16 or 17 (with ICC Certification)**

Schedule: **8 hrs. / 245 days** Evaluation Group: **JCES 8**

FLSA Classification: **Non-exempt**

### **JOB DESCRIPTION:**

Under the supervision of the Director and Assistant Director of Facilities Services, the **Facilities Coordinator** acts as the District's primary representative in all new construction and remodeling work within an assigned area of the District. The Incumbent may also coordinate facility maintenance and custodial activities within an assigned area of the District. Incumbent works with architects, engineers, contractors, and other consultants to prepare specifications and work drawings. Incumbent may, with appropriate directions, design, draft, write specifications for small projects, and put them out to bid. Incumbent conducts and coordinates inspections, plan reviews, peer reviews and performs some estimating to establish budgets and ensure that all national and local codes are met or exceeded as specified in project documents.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS:**

- Under the direction of the Director and Assistant Director of Facilities Services, coordinates all functions of construction and acts as the District's primary representative to outside architects, engineers, contractors and other design professionals through the entire design/build process.
- Designs, drafts and writes specifications, small capital outlay projects and puts them out to bid.
- Performs, coordinates and facilitates all plan reviews, peer reviews and all other services needed for construction projects.
- Performs inspections on new construction, remodels and other capital building and site projects.
- Ensures that all applicable code compliance, national and local, are enforced.
- May coordinate facility maintenance and custodial activities within an assigned are of the District.
- May supervise and coordinate the activities of assigned Facility Department lead and staff personnel.
- Performs some project cost estimating as part of the District budgeting process.
- Acts as the District's representative to coordinate manpower and materials needed to meet schedules and deadlines and to assure that work is done to appropriate standards and codes.
- Requires substantial emphasis in public relations dealing with School Administration and District personnel, patrons, contractors, consultants and suppliers.
- Has primary responsibility for coordinating all matters between District staff and outside consultants as directed by the Director and Assistant Director of Facilities Services.
- Ensures proper permits, enclosures, work practices, supervision and coordination.
- Requires office and field work.
- Responsible for the safety of all workers, District and student personnel through proper building surveillance, maintenance, project planning and design, and proper selection and training of project participants.
- Incumbent is on call 24 hours for emergencies.

- Predictable and reliable attendance.

### NON-ESSENTIAL FUNCTIONS:

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty two (32) hours per month).

### QUALIFICATION REQUIREMENTS:

- Incumbent must be fingerprinted with a clear criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Associate Degree or higher in Construction of Facility Management or a related field preferred.
- Must successfully complete mandatory classes in the areas of inspection (e.g. International Building Code (IBC), International Plumbing Code (IPC), International Mechanical Code (IMC), and National Electrical Code) and then pass the prescribed test to become ICC certified in these fields.
- Incumbent must be licensed with the State of Utah as a 1-Combination Building Inspector.
- Must successfully complete classes and be licensed, certified and trained in Asbestos Abatement for Inspectors/Management Planners, roofing systems, ADA requirements, and EIA/FIA Building Telecommunication). This training and certification must be completed or near completion within two years of employment.
- Re-certification of all required areas must be maintained.
- Must have five years job related work experience with demonstrated competence. Two of the five years must be in architectural, design, building or related fields.
- Must demonstrate competence in reading, writing and math.
- Requires a thorough knowledge of building construction techniques and details.
- Requires ability to coordinate the work of contractors, architects and engineers.
- Requires ability to read and produce blueprints and specifications.
- Requires thorough knowledge of Federal, State and local regulations regarding asbestos and a working knowledge of IBC, IPC, NEC, IMC, and Life Safety Codes.
- Must have a working knowledge of the use of appropriate tools in meeting construction and remodeling standards.
- Must have a high degree of interpersonal skills. Interacts with District employees, maintenance, code compliance officials, outside contractors, consultants, district administrators, etc. to communicate methods and designs for all phases of new/remodel construction.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems for the best interest of the District.
- Must be a team player. Incumbent will work with other members of the staff to draw upon their mutual knowledge and experience to resolve problems.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Machines, Tools & Equipment Used:**

- Trade specific machines, tools and equipment.

**Physical Requirements --- Not limited to the following:**

- Must climb on scaffolding, ladders and rooftops.
- Must be able to work in confined areas.
- Must endure heat, dust, and moisture.
- Must wear protective clothing and a respirator at appropriate times.
- Must pass thorough physical examination.
- Some physical exertion in handling lightweight materials, supplies and tools. Most lifting is not over 50 lbs.

• Physical ability to perform the essential functions listed above with or without reasonable accommodation.

• Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 10/28/2019