



FACILITIES COORDINATOR

DEFINITION AND PURPOSE: Under the general direction of the Facilities and Grounds Supervisor, the Facilities Coordinator performs a variety of skilled and semi-skilled tasks in the maintenance and repair of park and recreation facilities, including District buildings. The Facilities Coordinator is responsible for the supervision of a staff of Facilities Attendant/Custodians, and others to assist with these duties.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Coordinates and performs the work of facilities maintenance and repairs of District buildings
- Maintains and orders supplies for parks and facilities, restrooms, and cleaning supplies
- Supervises full and part-time staff including recruiting, interviewing, training, scheduling, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, recommending salary increases and discipline.
- Evaluates the performance of staff using standard District forms and processes. Shares this evaluation with the Supervisor and District Administrator for final approval.
- Provides for the needs of the user/renter of the facility, set-up, take down and other services
- Acts as a liaison between the Facilities and Grounds Department and the Customer Service and Recreation Departments
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Monitors user groups to ensure participants are abiding by the District Policy
- Performs minor construction and repairs of District buildings and structures
- Performs minor plumbing repairs
- Operates and maintains a variety of custodial machines
- Maintains tools, equipment, and supplies in proper condition
- Performs minor electrical repairs
- Ensures accurate Time Clock records on Facilities personnel
- Assists Department Manager in reviewing all credit card transactions
- Responds quickly to all safety related issues
- May be on-call in an emergency situation evenings and weekends

NON-ESSENTIAL JOB FUNCTIONS:

- Waters and assists in the care of the shrubs and plants in and around District buildings
- Assists with the completion of new-hire paperwork



- May assist with other infrastructure needs, including swimming pool maintenance, irrigation and general park maintenance
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common methods, equipment and tools used in park and building maintenance; basic understanding of electrical systems and components; must be able to work independently; maintain records and prepare reports; communicate effectively both orally and in writing; analyze and resolve unusual situations through application of District policy; basic understanding of employment and human resources practices; supervisory and team-building skills; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Minimum two years experience with park or building maintenance.

LICENSES AND CERTIFICATES

First Aid and CPR certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 100 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of



the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

Position requires morning, day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-time union position.

Wage rate range

\$21.21 - \$29.85

Auburn Area Recreation and Park District is an Equal Opportunity Employer.