

Facilities Manager, Maintenance Coordinator

Job Description

Job Title: Facilities Manager Maintenance Coordinator
Reports To: Elders - Quarterly Reports, Special Projects
Part Time: Twenty hours per week. Salary at \$20.00 Hrs. Projected,

Prepared Date: November 20, 2017

The Facilities Manager, Maintenance Coordinator is responsible for the following:

Knowledge, Skills and Abilities / Competencies

- Solve complex issues involving facility maintenance environments
- Working knowledge of the methods, practices, and materials used in the general maintenance and repair of buildings, equipment, and machinery
- Working knowledge of supply and inventory control practices
- Read and interpret blue prints, floor plans, and wiring diagrams to affect building repairs and/or renovations
- Valid NC Driver License
- Excellent verbal and written communication skills

Minimum Education and Experience

- Minimum requirements; High School or General Educational Development (GED) diploma, two years' experience in building trade, construction, maintenance and repair. Skills using hand tools, power tools.

MANAGEMENT PREFERENCE

- Experience with workstation design and reconfiguration
- Painting skills
- Organization skills
- Ability to train
- Leadership skills

SUMMARY: Performs routine and extensive preventative maintenance and repair procedures on buildings, with knowledge of mechanical equipment and utility systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES FOLLOWING:

- Hire or perform minor and major repairs on all buildings and equipment. (Major repairs are performed under the Facilities and Maintenance supervision working with the Elders)
- Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts, checks fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds. Communicate with Elders, co-ordinate transactions and require an invoice.
- Completes daily, weekly and monthly checklists on building equipment maintenance procedures and maintain records of scheduled maintenance procedures. Example: Grease Pit maintenance, retention pond, fire alarms, kitchen equipment, etc.
- Operate a computer which controls and monitors security and mechanical equipment
- Hires qualified contractors as needed. Examples: Grounds; Electrical; Plumbing; Structural; Equipment. Major projects requires two bids, working with Elders.
- Repair electrical locks and control panels to maintain building security, hire contractors if required
- May install computer cable
- Responds to emergency maintenance requests as needed
- Hire and assists with the renovation/remodeling of buildings; repairs plaster and drywall; building structures
- Maintains records of scheduled maintenance procedures
- Work with Elders to perform outside duties such as snow removal as needed
- Obtain estimates for supplies, repair parts; orders parts as needed; approve payments for services.
- Be able to use a lift or scaffolding to change out over head lighting in FLC as needed or to run over head cable.
- Other duties may be assigned

SUPERVISORY RESPONSIBILITIES

- May exercise some supervision over Public Service Workers or oversight of future employees.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee might have to lift and/or move more than 100 pounds.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of an employee encounters while performing the essential functions of this job. Employee is frequently exposed to different request from members, setting temperatures for air conditioners in buildings, moving chairs, working on changing air filters, mechanical parts. The employee is occasionally exposed to wet and/or humid conditions.