

BUILDING MAINTENANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an important technical and supervisory position responsible for the daily operation and overall coordination of building maintenance staff for the Department of Public Works. The position acts as the key link between hands-on maintenance staff and administration, contractors and facility users. The incumbent ensures that both maintenance activities and renovation projects are carried out in an efficient, safe and economical manner. In addition, the position takes the lead in the installation, modification and operation of building management systems that oversee climate control, energy use, fire control and security. The position is expected to be able to both direct and participate in activities as needed. The position directly supervises the supervisors of building maintenance and HVAC units and is responsible for the overall direction of the related staff. Supervision is received from Department of Public Works administrative and management staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Works directly with buildings administrative staff to ensure continuity of building maintenance, renovation and HVAC projects, policies and procedures;
2. Coordinates and prioritizes the work load and projects for building facilities and HVAC staff;
3. Meets with engineers and contractors on projects to coordinate staff and facilities;
4. Oversees the installation, update and operation of building management systems for efficient energy and climate control, fire safety and security; attends factory training as required;
5. Ensures overall compliance with various local, state and federal regulations including those of the New York State Department of Environmental Conservation;
6. Supervises and participates in maintenance, demolition, renovation and construction projects as required;
7. Supervises and participates in snow and ice control activities;
8. Oversees the efficient and economical ordering and use of materials and tools needed for both normal maintenance and for special projects;
9. Responds to facility related emergencies as required during non-working hours.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of building maintenance trades sufficient to lead and participate in multiple facility maintenance, demolition, and renovation projects;

BUILDING MAINTENANCE COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Knowledge of building HVAC trades sufficient to lead and participate in multiple facility maintenance, renovation and installation projects;
Knowledge of building management systems sufficient to recommend, install, operate and troubleshoot multiple facility management systems;
Knowledge of local, state and federal regulations as they apply to buildings, grounds and material storage;
Ability to lead and supervise the work of others;
Ability to organize, prioritize and oversee multiple projects;
Ability to establish and maintain effective working relationships with others;
Ability to carry out building and HVAC projects and maintenance activities in a safe and efficient manner;
Ability to estimate, track and control project and maintenance costs;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Seven (7) years of paid work experience which involved the installation, operation and maintenance of heating and ventilating equipment, two (2) years of which involved supervisory responsibility;
- OR: (B) Seven (7) years of paid work experience in the building maintenance or construction trades, four (4) years of which involved skilled trades work and two (2) of which involved supervisory responsibility;
- OR: (C) An equivalent combination of experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid driver license for appointment and to maintain position.

ADOPTED: 01/01/13