

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION			
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Job Title:	Building Maintenance Coordinator	Range:	45
Date Revised:		Date Approved:	September 2, 2009

PRIMARY PURPOSE

This position is responsible for coordinating the day-to-day operations and maintenance for the Anaheim campus high-rise facility, including performing preventive maintenance and repair of facilities operating systems and mechanical equipment and directing or performing skilled work in the repair, inspection, and servicing of building operating systems and related equipment and facilities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, organizes, coordinates and directs the daily operation and maintenance of HVAC, electrical, plumbing/pumping, and other building systems; monitors the operation of automated building systems; inspects mechanical areas to evaluate equipment operation and system settings on a regular basis; performs general facilities structural, equipment and landscaping inspections to identify unsafe or malfunctioning conditions.
2.	Assists in the development and implementation of a preventive maintenance program for building operating systems and mechanical equipment; performs preventative maintenance and repair of building systems and special projects as assigned; coordinates maintenance and repair efforts with outside contractors as directed.
3.	Assists in coordinating the maintenance and repair of specialized mechanical systems associated with building services (e.g., laboratories, culinary arts, computer rooms); assists with the installation and modification of building equipment systems.
4.	Diagnoses mechanical and electrical problems; repairs or replaces defective parts in units and equipment and controls including thermostats, automatic switches, fan controls, damper motors, louvers, relays, filters, belts, compressors, heat exchanges, metering devices, high limit controls, pressure controls, safety valves and automatic gas valves; monitors and test equipment to assure proper and safe operating conditions.
5.	Lubricates heating, ventilating and refrigeration motors, pumps, fans and related equipment; regenerates water softeners.
6.	Coordinates or performs installation/repairs of plumbing or pipe fitting problems including systems that carry/deliver/drain potable water, waste water, chiller water, cooling tower systems, water pumps, pressure and temperature safety valves.
7.	Inspects and repairs boilers; test water samples and adjust chemical feeding equipment for proper water treatment.
8.	Checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots.
9.	Communicates with students, staff, instructors, various departments, outside organizations and others to provide and receive information and assistance related to work activities; attends meetings as required.
10.	Purchases supplies and parts from vendors; recommends repair work to be contracted outside; prepares and maintains logs and records related to daily activities as required.
11.	Trains and provides work direction and guidance to others as directed.

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12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Building Maintenance Coordinator maintains frequent contact with coworkers, various District departments, students, vendors and outside agencies.

EDUCATION AND EXPERIENCE**Required Qualifications**

High school diploma or equivalent;

Minimum of five (5) years of journey-level experience in the maintenance and repair of heating and air conditioning equipment;

Demonstrated experience in building operations and maintenance, and repair of facilities equipment and operating systems (e.g., plumbing/pumping, electrical, heating and air conditioning equipment, fire/life/security systems), including experience in a lead capacity, preferably in a high-rise building.

Desirable Qualifications

Building Operator Certification

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of applicable District codes and ordinances

Knowledge of the materials, tools, and equipment utilized in maintenance and repair of building operating systems

Knowledge of life safety (fire protection, fire alarm and smoke management, security) and energy management systems

Knowledge of high rise plumbing and water/wastewater systems

Knowledge of air conditioning and heating systems and boiler operations

Knowledge of proper methods of storing equipment, materials and supplies

Knowledge of basic electrical theory

Knowledge of welding and soldering techniques

Knowledge of health and safety regulations

Knowledge of building maintenance codes and regulations applicable to high rise facilities

Knowledge of record keeping techniques

Ability to work from blueprints, shop drawing and sketches

Ability to use a variety of tools and equipment utilized in basic mechanical repairs

Ability to supervise the preventive maintenance and repair of building mechanical equipment

Ability to operate a personal computer to adjust schedules of building operating systems (e.g., heating and air conditioning units, energy management systems) within pre-established programs

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to analyze situations correctly and adopt an effective course of action

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Ability to train and direct the work of others
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License
A valid Boiler Certification (may be required)

TRAINING REQUIREMENTS

Asbestos Awareness
Confined Space
Industrial Truck/Forklift Certification
Lead Awareness
Lockout/Tagout
Respiratory Protection
Utility Cart Certification
Other training/certifications as required by local, state and federal codes

WORKING CONDITIONS

Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, crawling in confined areas, pushing and pulling; using stairways and ladders; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials.
