

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Facilities Coordinator	Range:	36
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for coordinating site facilities operations the operations and activities.

ESSENTIAL FUNCTIONS

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

1.	Coordinates and supervises the operations and activities of the Facility Services Department including parking, mail, maintenance, inventory and security.
2.	Trains and provides work direction and guidance to others as directed.
3.	Coordinates and participates in the preparation of facilities for special events, activities or meetings including set-up of equipment and furniture as necessary.
4.	Maintains inventory control; orders, receives, and stores new equipment and supplies; assure the proper disposal of surplus or obsolete equipment; performs minor repairs to buildings and equipment.
5.	Coordinates and arranges the pick up and delivery of equipment, supplies and other materials including warehouse orders; directs and participates in the assembly and installation of new furniture and equipment.
6.	Assures safety and security of campus grounds, building and facilities.
7.	Oversees the maintenance of parking lots, school signs and related facilities and equipment; responds to emergency or special requests for maintenance, repairs or other problems.
8.	Communicates with other campus and District departments and personnel, vendors, police department, post office, students and the public as necessary to coordinate departmental operations and activities.
9.	Maintains or oversees the maintenance of departmental records including time sheets and inventory records; prepares various reports related to departmental operations and activities as required.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Facilities Coordinator maintains frequent contact with various District departments and personnel, and assigned staff.

EDUCATION AND EXPERIENCE

High School diploma or equivalent
Minimum five (5) years responsibility in a lead role in the security or facilities maintenance field

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of operations and activities of campus facility services including parking, mail, maintenance, inventory and facilities services
Knowledge of the principles and practices of inventory control and storage
Knowledge of the methods, equipment and materials used in facilities maintenance repair work
Knowledge of the requirements of maintaining buildings and facilities in a safe, clean, and orderly condition
Knowledge of the appropriate safety precautions and procedures
Knowledge of interpersonal skills using tact, patience and courtesy
Knowledge of record keeping techniques
Ability to coordinate the operations and activities of a community college facility services department
Ability to perform facilities maintenance and repair work
Ability to analyze situations accurately and adopt an effective course of action
Ability to work independently with little direction
Ability to learn to interpret, apply and explain rules, regulations, policies and procedures
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to maintain inventory, records, and prepare reports
Ability to operate a variety of equipment, machines, and vehicles including forklift, electric cart, truck, drill and various hand tools, etc
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

TRAINING REQUIREMENTS

Asbestos Awareness (2 hrs)
Bloodborne Pathogens
Hazard Communication
Industrial Truck/Forklift Certification
Lead Awareness
Lockout/Tagout
Utility Cart Certification

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WORKING CONDITIONS

Indoor and outdoor environment; subject to frequent lifting (up to 50 lbs. unassisted), carrying, pushing and pulling, bending and standing; may be exposed to hazardous chemicals and materials.
