

City of Fort Worth, Texas Job Description

Classification Title	Facilities Coordinator		
Job Code:	PR5770	Job Family:	Technical / Paraprofessional
Pay Grade	506	Date Reviewed:	04/25/2019
FLSA Status	Non-exempt	Date Revised:	

GENERAL SUMMARY

Under general supervision, works closely with the Economic Development Director to support all facilities activities. The Coordinator will be the first point of contact for internal and external customers seeking support and information from departmental staff. The Facilities Coordinator will provide administrative support to the Economic Development Director and staff, manage office functions including: Work Order coordination, Security badge and access assignments, daily facility operations, coordination of budgeting/accounting systems, maintaining facility records, and providing general support services for the Department. Additionally, the Facilities Coordinator, under the supervision of the Economic Development Director, will manage outside contractors including maintaining records and contracts, coordinating project activities, and providing scheduling support.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assist the Economic Development Director in all aspects of facility related project implementation as needed.
2. Manage a preventive maintenance program within the confines of the Department's annual budget.
3. Responsible for the contracting, monitoring and inspection of work performed by sub-contractors and for reporting any instance where performance/results have not met established standards.
4. Monitor inside and outside lighting needs and replace light bulbs as needed.
5. Maintain (not repair) plumbing system - sink and floor drains, toilets, garbage disposals, outside spigots, etc.
6. Obtain quotes from contractors for larger installations/repairs as needed.
7. Manage security access-control database in conjunction with performing security functions.
8. Represent the Department in inter-departmental meetings to support and facilitate communication and action between departments.

9. Coordinate all Facilities activities, work direction, and support systems.
10. Supervise outside contractors as needed.
11. Independently maintain and update facility policies and processes.
12. Assist staff in locating parts, supplies, and materials.
13. Manage the work order system, including receiving work requests, assigning work orders, entering system data, and providing the overall system administration.
14. Performs related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Microsoft Suite of products including Excel, Outlook, Word, and PowerPoint.
 - Building management and Facility and Maintenance operations.
 - Maintenance management software.
- **Skill in:**
 - Must have strong interpersonal skills and ability to work in a team environment.
 - Responsibility for follow-up on actions based on various team projects.
 - High organization skills in managing multiple projects simultaneously.
 - Ability to perform and manage technically complex projects using independent judgment and personal initiative.
 - Build strong internal and external relationships using effective verbal and written communication skills.
 - Recognize and act on opportunities; adjust direction when situation warrants.
 - Work independently without regular direct supervision.
 - Must be a provider of excellent customer service.
- **Ability to:**
 - Facilities management in a cultural institution or high profile facility.
 - Extensive use of computerized maintenance management systems.
 - Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers.
 - Demonstrated customer service excellence.

MINIMUM JOB REQUIREMENTS

High school diploma/G.E.D. and three (3) years of facilities management.

OTHER REQUIREMENTS

Valid Texas driver's license.

Ability to obtain and maintain CPR and AED certifications within six (6) months of hire date.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.