October 2018
FLSA: NON-EXEMPT
CLASS CODE: 90655

FACILITIES COORDINATOR

DEFINITION

Under general direction, supervises, plans, and coordinates the construction, installation, renovation, security, routine and major maintenance, and repair of Court buildings and facilities; coordinates, monitors, and provides technical input for assigned facilities maintenance and related projects and programs; provides responsible technical assistance to the Business Services Manager; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Business Services Manager. Exercises direct and general supervision over Court Support Services staff.

CLASS CHARACTERISTICS

This is a single position classification performing coordination and supervisory duties to support lower level staff in the delivery of services within the Business Services Department. Incumbents are expected to independently perform the full range of technical and coordinative facilities related duties with moderate responsibility for the completion of routine projects. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Business Services Manager in that the latter manages all activities of the Business Services Division.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as a primary point-of-contact for Court Staff, Administrators, Executives and Judicial Officers to identify, prioritize, and resolve a wide variety of building and facilities-related problems and concerns.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the maintenance and support services of Court buildings and facilities; assists in the oversite of security contractors.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Provides buildings and grounds advisory and coordination assistance to Judicial Facilities Group staff; issues work orders to the Judicial Counsel's Facilities Group as needed.
- Inspects grounds and buildings; initiates, performs and responds to request for facilities inspections which includes offices, courtroom, holding cells and staff conditions including: carpet, paint, electrical, HVAC, ceiling, lighting, vents, hinges, swing gates, sound systems, janitorial, minor

plumbing, plumbing signage and furniture; coordinates and conducts routine repairs; operates and adjusts automated building maintenance systems.

- Documents required maintenance repair work, potential deficiencies, and safety hazards; recommends the best course of actions for improvements or corrections; processes appropriate work orders or requisitions.
- Coordinates request for minor remodel repair and maintenance projects; coordinates and monitors repair or maintenance work performed by contractors to ensure conformance with Court requirements; serves as the primary liaison for contractors performing work in Court facilities.
- Monitors and coordinates custodial, facilities and grounds pest control services.
- Assists with emergency planning, coordinating and organizing emergency drills and disaster recovery planning.
- Interfaces with procurement staff to identify and qualify vendors and/or contractors to perform and deliver facilities related projects and services; provides specifications to the Business Services Manager for bids and proposals.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; prepares detailed cost estimates to assist the Business Services Manager in budget preparation; maintains a variety of records and prepares routine reports of work performance.
- Assists in coordinating staff and judicial moves and facility management projects with judicial officers; coordinates court salvage program with staff; ensures desks, equipment, and key systems are delivered and set-up as needed.
- Participates in walk-throughs of ongoing and completed construction and remodel projects to assist in verification of completion.
- Coordinates requests for keys, fobs, proximity cards, and lock changes in accordance with established Court security policies and procedures.
- Coordinates and monitors the State car program and coordinates maintenance on State cars.
- Attends a variety of meetings and training related to facilities work; maintains appropriate court records and files for all facility-related services.
- Conducts ergonomic assessments of work stations and work areas, and makes recommendations regarding design or re-design.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of facilities maintenance and repair program development and administration.
- Principles, practices, equipment, tools, and materials of facilities maintenance and repair.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Purchasing and supply ordering policies and procedures.
- Safety and security principles, practices, and procedures of building systems and facilities maintenance and repair, including related equipment and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct facilities maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform routine to moderately complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience in performing facilities management, including one (1) year of lead experience.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around Court buildings and facilities and the public works shop; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to

perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be contacted to respond to facility emergencies after normal working hours, including weekends and holidays.