

COUNTY OF SOLANO
FACILITIES COORDINATOR

DEFINITION

Coordinates the maintenance and repair of Health and Social Services Department facilities including communications services, computer purchasing and installation, purchasing of fixed assets and tracking of expenditures; coordinates code compliance with Fire Marshall inspectors, Cal-OSHA and Civil Rights Facility Compliance auditors.

CLASS CHARACTERISTICS

This single position class is characterized by the responsibility for providing services in support of facilities planning, management and maintenance including space planning and relocation coordination, fixed asset inventory, records management, off-site storage coordination, and security and communications installations. Coordinates facilities management projects with divisions and departments and represents the department in issues related to facilities. This class is distinguished from the Staff Analyst by the latter's supervisory responsibilities and responsibilities for planning, organizing, and performing professional level staff work in support of departmental operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Staff Analyst or other supervisory level staff.

May provide functional oversight to office support staff in the absence of the supervisor..

EXAMPLES OF DUTIES *–Duties may include but are not limited to the following:*

Acts as a liaison for the department on administrative matters related to facilities; plans, coordinates and arranges for maintenance and repair services with General Services for County-owned facilities; coordinates with General Services and outside contractors for maintenance and repair services for leased facilities; plans and organizes projects including meeting with supervisory and management staff to budget for needed equipment.

Receives and reviews requests for office and facility space; defines needs of users/occupants; organizes and coordinates relocation of staff, equipment and fixed assets; consults with Small Projects Coordinator on minor renovations; provides liaison between outside agencies (e.g. Cal-OSHA, Fire Marshal) and department on safety issues pertaining to facility and office space; coordinates with General Services for the lease/sub-lease of additional facility and office space.

Receives and reviews requests for communications services and equipment (phones, cabling, access/move, hook-up, computer services and equipment); coordinates with the Communication Division and other divisions/departments for needed services and equipment; coordinates installation and maintenance of alarm and security systems.

Coordinates purchasing of equipment; receives, reviews and prepares procurement documents.

Interfaces with Staff Analyst and Departmental Budget Section on fiscal matters related to facilities services; may handle minor acquisitions for specific facilities.

Provides staff support to the Administrative Support Bureau Chief and Department Director; assists in facilities programming and planning; participates in administrative studies relating to facilities management and planning.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Considerable knowledge of administrative and general office practices, organization and work methods and records management and retention.

Pertinent safety rules and regulations.

Operational policies and procedures used within the Health and Social Services Department.

Working knowledge of fixed assets reporting and inventory control.

County policies and procedures relating to facilities management, inventory control, records management and communications installations.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

Ability to:

Plan, organize and coordinate facility relocation, maintenance and services.

Understand, interpret and explain laws, regulation and policies governing facilities coordination.

Read and understand building blueprints and other graphic representations used in space planning.

Collect and analyze data to establish/identify needs and evaluate program effectiveness.

Comply with laws, regulations and professional practices governing program services and operations.

Maintain accurate records and document actions taken.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two years of experience requiring heavy public contact including one of the following areas: project management, facilities coordination, fixed assets monitoring, records management, or coordinating communications installations.

Education/Training:

Vocational/technical training in Industrial or Facilities Management or a related field. An Associate's degree in facilities management preferred.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California Driver's License.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to

environmental factors poses a risk of minor injury or illness.

Director of Human Resources

Established Date: February 1993

Revised Date: November 2002

Revised Date: May 2003

BOS Date: June 30, 2003

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