



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Facilities Coordinator

STATUS: Non-exempt / Non-union

REPORTS TO: Energy and Conservation Services Manager

RANGE: 27

POSITION SUMMARY: The Facilities Coordinator is responsible for the coordination and oversight of on-going maintenance and repair of agency office buildings and related facilities; the upkeep of parking lots, curbs and sidewalks, landscape and painting of buildings; administering the maintenance, repair and replacement of company-wide HVAC systems; acting as lead project manager of organizational new construction and remodels.

Other duties may include special projects and representation to outside groups and organizations as assigned.

On a minimal basis may provide support and assistance to SUB's energy efficiency programs, including Residential, Commercial and Industrial.

Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Monitors the condition of SUB's facilities with regard to maintenance and safety. Regularly researches, develops and manages multi-year facilities maintenance and improvement plans.
5. Assists the Energy & Conservation Services Manager in the preparation of the annual budget for office facilities, maintenance and various projects. Responsible for associated purchase orders and invoices, documentation, and monitoring and operating within the approved budget.
6. Acts as project manager for new construction, remodel, improvement and maintenance projects for SUB facilities; creates and issues bid specifications and other contract documents; responsible for the scope-of work, work flow, and materials; monitors the performance of consultants and contractors on facilities related projects to meet applicable codes and regulations, project timelines, and budgets.
7. Responsible for anticipating, planning and scheduling special facility and maintenance projects with SUB's Maintenance Worker and outside contractors on a daily and/or weekly basis, including scheduling routine/annual maintenance projects such as HVAC maintenance, carpet/floor cleaning and other projects as needed. Monitors quality of workmanship to ensure SUB's standards are met.

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8. Provides excellent customer service by responding appropriately to internal and external customer requests complaints, inquiries and suggestions regarding building, landscaping and general office maintenance issues.
9. Backs up the Energy & Conservation Services Manager regarding staffing needs.
10. Maintains competency with current facility management best practices through on-going education and trainings. Identifies training needs and appropriate sources for training for other SUB facility workers.
11. Responds to facility related safety concerns including, but not limited to, appropriate equipment, lighting, controls, signage, and hardware.
12. Responsible for assigning daily tasks and special project direction to the maintenance worker
13. Maintains a valid Oregon driver's license and maintains a good driving and safety record.

MARGINAL FUNCTIONS

14. Assists with the study, planning, organization, implementation and evaluation of energy efficiency programs.
15. Participates in the operation of residential, commercial and industrial energy efficiency programs and activities, including site audits and inspections.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). The General Manager, Division Directors or your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

Four years of relevant facilities experience. Experience with project and contractor coordination, writing bids and contracts, and/or repair maintenance of commercial facilities preferred.

Knowledge, Skills & Abilities

- Basic understanding of construction materials, delivery methods and techniques
- Knowledge of architectural and engineering principles and construction project management
- Familiarity with permit requirements and awareness of pertinent laws, regulations, codes and ordinances (related to public and commercial buildings and related facilities) including, but not limited to, building codes, safety regulations, environmental requirements and labor laws (BOLI)
- Ability to coordinate a permit application package for projects including drawings, details, and specifications
- Ability to conduct complex research and analyze information related to property management, facility maintenance
- Ability to perform work in a safe manner at utility, commercial and residential facilities; at properties and buildings; and in outdoor environments
- Ability to develop and manage multiple projects and tasks related to property management and office facilities such as maintenance, repairs, remodel and new construction projects
- Strong analytical problem solving skills to perform and manage technically complex job related projects using independent judgment and personal initiative
- Strong technical writing skills for agreements, contracts, purchase documents and facility and equipment specifications
- Ability to interpret drawings, maps, plans, plats and specifications
- Ability to communicate effectively, both orally and in writing, with individuals inside and outside of the organization
- Ability to clearly convey technical information to individuals who have limited familiarity and expertise with the topic
- High level of skill with organization and time management to effectively manage multiple projects simultaneously in a fast-paced environment and routinely update management regarding status of projects
- Ability to take initiative and work with a high degree of independence with minimal supervision

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- Proficient use of Microsoft Outlook, Word, and Excel software
- Flexibility to adapt to changing work priorities and department needs without prior notice
- Knowledge and understanding of energy savings measures and applications
- Exceptional customer service skills to appropriately respond to inquiries, complaints, suggestions and requests

Education/Certifications

- Associate's Degree in Business Administration, Facilities Management, or related field is required; a Bachelor's Degree is preferred

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains alertness and concentration adequate to safely, accurately and efficiently complete job duties.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Thinks and reacts quickly in emergency situations.
- **VISION**
 - Far visual acuity:** Sees adequately to drive a vehicle, perform inspections.
 - Near visual acuity:** Reads small print on correspondence, reports, computer screens, equipment, labels, plan drawings and numerous other written documents.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.
- **COMMUNICATION:** Communicates loudly and clearly on the telephone and in person to be
- **STANDING:** Stands on the job varying periods of time depending on the activity.
- **SITTING:** Sits for up to 6 – 8 hours a day.
- **WORKER MOBILITY:** Can change positions frequently; in and out of office furniture and vehicles.
- **WALKING:** Walks around facility offices and customer sites. Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors, construction sites, industrial, commercial and residential sites.
- **LIFTING/CARRYING:** 0 – 10 pounds – often, 11 – 20 pounds – occasionally, 20+ pounds seldom. May carry boxes, supplies, ladders or equipment.
- **PUSHING/PULLING:** Pushing, pulling filing drawer cabinets.
- **REACHING/HANDLING:** Writes and uses computer, uses 10 key, does data entry, may reach overhead for supplies.
- **TWISTING:** Some twisting is required when lifting or placing items in other positions.

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- **CLIMBING:** Climbs stairs at various site(s) for business. Occasionally climbs ladders.
- **ENVIRONMENTAL FACTORS:** Office environment. New and remodel construction site visits. Occasional exposure to electrical hazards.
- **PRODUCTS AND MATERIALS:** copier and printer toner, insulation, dust, paint, asphalt, sealers, glues, flooring materials, gasoline, construction materials.

Revised: November 1, 2019