



## CLASS SPECIFICATION

Class Code: 18153  
Date Est: 05/2016  
Last Rev:  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### FACILITIES COORDINATOR

#### **DEFINITION**

Under general supervision, is responsible for the maintenance of the grounds and facilities for the Regional Public Safety Training Center (RPSTC), including facilitation of some of the day-to-day operations such as public tours and event coordination; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Two years of full-time experience performing custodial work, grounds maintenance work or construction work; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION**

May supervise Intermittent Hourly Workers, Inmate Work Crews and Community Service Workers as needed.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Maintain the facility and keep the building and grounds clean by performing custodial and grounds maintenance work including maintaining inventory and supplies.

Perform preventive maintenance assignments on the physical facilities and equipment of the facility; assist in developing an annual preventative maintenance schedule for infrastructure preservation.

Coordinate repairs with outside vendors as necessary and oversee contract work to ensure all work completed at the facility is correct and in accordance with their contracts.

Perform landscaping at the facility to include weed abatement and tree maintenance; and snow removal around the skills training areas, parking areas and entrances and sidewalks.

Perform light construction projects which include repairs and upgrades to keep the facility operationally sound and improve training areas.

Coordinate with staff and partnering agencies to research long-term plans for the RPSTC including developing proposals for new training areas.

Provide tours to organizations and members of the community and potential users to demonstrate the facility features; facilitate hosting events held by outside vendors and government entities including event set up and clean up.

Maintain the computerized locking system used to secure the RPSTC and armory buildings to include maintaining key cards and keys; coordinate classroom set-up for training, move dividing walls in auditorium and multi-purpose rooms based on training schedules, set up desks and seating arrangements for various courses.

Operate the Facilities Management System to control the building's HVAC system.

Maintain reports on weekly schedules for locks, quarterly energy readings and various facility data.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Washoe County and Departmental/division policies and procedures.

County standards for custodial and grounds and maintenance work.

Methods and procedures used in light construction and snow removal.

Tools, equipment, methods and procedures used in assignments.

Proper use of materials and supplies.

Computer software applicable to department.

### **Ability to:**

Operate equipment specific to position including street sweeper, snow plow and front end loader.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

### **Knowledge of:**

Practices, methods, tools, materials and equipment used in grounds keeping, building maintenance and light construction.

Inventory processes.

Basic preventive maintenance procedures for tools and equipment used in custodial, grounds maintenance and light construction.

Supplies and materials required to perform custodial and basic grounds maintenance work.

Pertinent OSHA standards including the proper storage and use of chemicals, appropriate use of equipment and tools and approved work methods.

### **Ability to:**

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Organize and prioritize work assignments on a daily basis.

Plan work and estimate time and materials required.

Maintain records.

Independently perform assignments.

Interpret and apply regulations, policies and procedures.

Communicate effectively, both orally and in writing.

Use a variety of tools and equipment.

Operate a personal computer.

Maintain effective working relationships with program participants, representatives of other departments and other public agencies.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to frequently stand, walk, stoop, and kneel. Ability to walk for long distances and on sloped ground and uneven surfaces. Ability to lift and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Ability to use standard grounds/building maintenance/custodial equipment such as lawn mowers, sweepers, snow blowers, chain saw, buffers, vacuum, and standard office equipment. Ability to work under conditions involving exposure to noise, dust, grease, and chemicals. Regular contact with inmates, community service individuals, and other staff. Work is performed outside in various types of weather as well as in the office.

Any felony, gross misdemeanor or misdemeanor conviction resulting in a fine or probation or incarceration would be grounds for disqualification for the position of Facilities Coordinator. Dismissal of the charges would also allow someone employed as a Facilities Coordinator to continue employment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*