



CLASS SPECIFICATION

Class Code: 60018927
Date Established: 07/2021
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 12 months

FACILITIES CONTRACT SERVICES COORDINATOR

DEFINITION

Under supervision, coordinates work assignments and provides support related to Washoe County Facility Contracted Services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time building maintenance work experience in an institutional, industrial, or large facility setting, to include administrative support services; OR an equivalent combination of education, training, and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES

Prepare contract service work schedules associated with the work being performed at County buildings; conduct on site facility visits to ensure work orders are completed; maintain ongoing communication with contracted service vendors, County staff, and internal customers to assist in scheduling and ensure quality service levels are being provided.

Evaluate contract services processes; identify areas of improvement and present findings to facility management; assist with compiling information for designing scopes of work and evaluating vendor performance associated with facility contracts.

Conduct inventory audits on a regular basis; order and ensure distribution of facility custodial supplies including chemicals and paper products.

Maintain a variety of contract service records, including inventory records and invoices; track and monitor proper Safety Data Sheets (SDS) in accordance with facility contracts and compliance; review records for accuracy and resolve any identified discrepancies.

Access and utilize asset management/work order software programs to report and facilitate facility contracted needs and services.

Coordinate utilization of alternative work programs or outside vendors to subsidize facility services.

Clean outside walkways; remove snow and apply ice melt on an emergency basis.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Departmental policies and procedures.

Terms and acronyms commonly used in assigned function.

County security and door access requirements and policies.

Ability to:

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

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate decisions, responses, or recommendations.

Exercise emotional control, remain calm, think and communicate clearly; act professionally and decisively while dealing with stressful situations and/or difficult clients/vendors.

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

Knowledge of:

Methods, materials, equipment, and techniques used in building maintenance.

Terms, conditions, and scope of work outlined in facility contracts.

Methods, rules, and regulations for the safe handling and storage of commercial cleaners, solvents, and custodial waste.

Inventory processes and computerized inventory.

Work safety methods and procedures

Ability to:

Comprehend contracts and ensure the proper completion of work orders.

Operate a computer and a variety of software programs.

Compile, analyze, and interpret a variety of information and data.

Accurately and efficiently maintain a variety of digital records and reports.

Plan and organize work to meet schedules and timelines.

Use a variety of tools and equipment.

Communicate clearly and concisely, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

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

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to work in a variety of environmental conditions. Ability to tolerate exposure to dust, fumes, solvents, and chemicals.

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