

FACILITIES COORDINATOR

FLSA STATUS - Exempt

DESCRIPTION OF WORK

Under general supervision of the Director of Public Works, directs and performs project scheduling and coordination in construction, remodeling, and repair of City buildings and facilities; provides supervision to seasonal and youth crew employees.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Supervises and coordinates tradesmen in plumbing, electrical, and carpentry work. Performs irrigation and caring for field grass and soil areas; assists in preparing fields for tournaments, maintains walking tracks; performs seasonal work in winter, such as snow removal, construction and shop work; operates light and medium equipment.

OTHER DUTIES: Assists all departments in turf care, including mowing and irrigation, fills in on janitorial work; and performs similar duties.

QUALIFICATIONS

Knowledge of the methods, materials, and equipment utilized in caring for ball fields.

Knowledge of basic construction methods.

Working knowledge of safety practices of the trades.

Ability to supervise/lead others.

Ability to effectively trouble-shoot and repair installations.

Ability to establish and maintain effective working relationships with co-workers, crafts-persons and building/facility users.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform heavy physical work and to lift and carry up to 100 pounds;

Ability to stand, walk, sit, ride, climb, bend, kneel, crawl, twist, reach, grasp, push, pull and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate equipment, use hand tools, a welder and a vehicle;

Ability to talk and hear a person by telephone and two-way radio;

Ability to see and read instructions, manuals and to observe maintenance needs.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school and one year of experience in construction or the crafts.

SPECIAL REQUIREMENTS: Possession of a Class B CDL.