



## **JOB DESCRIPTION**

**TITLE:** FACILITIES COORDINATOR  
**STATUS:** Union/FLSA Non-Exempt  
**GRADE:** Grade 16

### **JOB SUMMARY:**

Responsible for leading, scheduling, training, and assigning the work of Building and Grounds Service Workers and Seasonal Workers; responsible for safety of Building/Grounds Service Workers and Seasonal Workers as well as work performance and standards. Responsible for contract administration for all vendors related to facility and grounds maintenance. Operates and maintains a variety of equipment.

### **REPORTING RELATIONSHIPS:**

This position reports to the Field Operations Manager. This position provides work assignments and direction to Buildings and Grounds Service Workers.

### **ESSENTIAL DUTIES** include the following:

- Delegates/assigns, prioritizes, reviews, and ensures timely completion of duties of assigned staff;
- Schedules and oversees day-to-day operations and activities of Building and Grounds Service Workers and Seasonal Workers; organizes and coordinates work assignments and priorities, assists staff in determining proper layout and approach for safe and efficient work, when needed;
- Administers small works, professional service and performance-based contracts, coordinates contracted work, ensures timely and satisfactory completion;
- Determines required equipment and materials to complete buildings and grounds related work orders and ensures that the appropriate equipment;
- Assists with the development and administration of the District's easement maintenance program; identifies, documents, clears, and maintains access to the easements in the District. Researches individual easement documents, identifies District rights, coordinates with GIS staff to plot easements, assesses easement access needs, and communicates with area residents as necessary.
- Identifies site safety and security concerns, recommends solutions, and oversees implementation by staff or contractors;
- Responds to inquiries from the public and confers with property owners who may be impacted by grounds and/or building maintenance work; responsible for minor in-field changes to proposed plans due to unforeseen conflicts in cooperation with contractors, vendors, the public or other jurisdictions;
- Coordinates the preparation and maintenance of District facilities for meetings and events;
- Orders and maintains required supplies for landscape and janitorial tasks;
- Assists in the preparation and maintenance of the landscape and janitorial budgets;
- Coordinates and manages a landscape and janitorial maintenance schedule for District office buildings, lift stations, pump stations, and reservoir sites;
- Inspects the work of staff for adherence to standards and instructions when needed; provides direction; advises supervisors regarding probationary periods and performance appraisals;

- Performs the work of a Building and Grounds Service Worker;
- Helps to identify and makes staff aware of hazardous conditions; observes and instructs workers regarding safety practices; may oversee the layout of barricades, warning signs and other public safety devices if necessary, to complete the work;
- Identifies, documents, collects, and disposes of District assets designated for surplus;
- Reports suspected or noticeable mechanical, equipment and machinery safety problems to supervisor; requests oiling, greasing, and other routine maintenance; repairs broken hoses, flat tires, and other minor breakdowns as needed; recommends the purchase or may purchase equipment; performs minor engine maintenance as needed; coordinates servicing and repair of small equipment as need;
- Conducts and documents safety meetings when necessary, fills out incident/accident reports, and completes work orders and logs daily activities within District CMMS system; and
- Performs other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Standard methods, practices, tools, and equipment used to perform janitorial services as well as buildings and ground maintenance at a level necessary to provide instruction and direction to other employees;
- Principles and practices of leadership;
- Qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds;
- Occupational hazards and safety rules and regulations related to perform janitorial services as well as buildings and ground maintenance;
- Building and property security procedures;
- Computers and software programs necessary to perform the essential functions of this position;
- Safe use of a wide range of chemicals according to appropriate laws, regulations, and guidelines; and
- Safe methods of handling and disposing of hazardous materials and blood borne pathogens with care.

#### **Skill in:**

- Providing leadership, direction, coaching, and training;
- Maintaining cooperative working relationships with management, District staff, and the public demonstrating sensitivity to and respect for a diverse population;
- Communication, both oral and written, as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction and carry out directions.
- Reading and following complex directions;
- Working without continuous direct supervision;
- Working with and safely disposing pesticides and other hazardous materials;
- Use of proper chemicals depending on specific cleaning need;
- Operating manual and power equipment related to this position; and
- Performing physical labor related to this position.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be at least five years of experience in interior and exterior maintenance including: mowing, trimming, weeding, snow removal, janitorial and handyman services; or the equivalent of a two-year degree in landscape maintenance or equivalent related training and/or certifications.

**Licensing Requirements:**

Must possess and maintain a Valid Washington State Driver’s License and acceptable driving record. May possess and maintain a Class A Washington State Commercial Driver’s License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWDCDL program. Industrial First Aid and CPR card, and Pesticide applicator certification, Certified Erosion and Sediment Control Lead. A Cross Connection Specialist certification is preferred, as well as a Master Gardener or similar certification is preferred. A District approved certification may be substituted for the Professional Grounds Management Society (PGMS) or International Society of Arboriculture (ISA) certifications.

**WORKING CONDITIONS:**

Duties are often performed in the field where there is exposure to varying weather conditions, confined spaces, loud noises, strong fumes, mechanical equipment, and pumps. Visual inspection of the work site is necessary. Driving is required.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: November 21, 2012 (Lead Buildings and Grounds Worker)

Revised: November 4, 2019 (Reclass to Facilities Coordinator)