

BONITA SPRINGS

Fire Control and Rescue District



Position	<i>Facilities Coordinator</i>	Department	<i>Administration</i>
Reports to	Deputy Chief	Supervisor to	None
Effective date	February 2020	Revision date	October 2019
Pay Grade	14	FLSA Status	Non-Exempt
Union	Civilian	Pension	Civilian

Purpose of Facilities Coordinator:

The purpose of the position is to provide various maintenance functions to District facilities including managing the design, planning, construction, and maintenance of equipment, machinery, buildings, and other facilities. The work is performed according to established guidelines and procedures. This position works independently under general supervision in areas of routine procedures, and under direct supervision in the event of special or unique assignments. The work requires the ability to use a variety of hand and power tools and equipment while ensuring the safety and operations of each facility. Performance is evaluated through observation of completed work, records, and reports.

Pre-Qualifications for Facilities Coordinator:

The requirements listed below are representative of the education, experience, and knowledge required for the position.

Education and Experience	Bachelor's Degree in related field of study or Ten years of experience in general maintenance or similar field.
Licenses	Valid Florida Driver's License

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Physical Requirements of Facilities Coordinator:

The Facilities Coordinator is required perform regular and moderately physical work. It requires heavy work that involves remaining in a stationary position, traversing, ascending, descending, balancing, and positioning, moving, transporting, or raising objects; and exerting between 50 and 75 pounds of force on a frequent basis. The position also requires the ability to traverse or position themselves to access machinery or cabinets; and frequently operating district vehicles.

Mental Requirements of Facilities Coordinator:

The Facilities Coordinator is required to complete routine work, follow procedures, and use critical thinking to solve problems which may require understanding of a restricted field and complete familiarity with the functions within the agency, as well as common materials, products, equipment, and machinery of the agency. There may be frequent exposure to a variety of unusual pressures and stressors while performing manual or technical tasks prescribed; normal attention is required, with occasional periods of high-concentration for accurate results.

Essential Functions Disclosure for Facilities Coordinator:

The essential functions of this job description, described as responsibilities, skills, and knowledge, are based on tasks which are critical to successful job performance. The process, time, quantity, and/or quality of the essential function may be determined by a supervisor, if it is not clearly defined in the job description. The essential functions listed may focus on the required outcome rather than the process of performing the essential function.

Environmental Exposures of Facilities Coordinator:

The Facilities Coordinator works within the buildings and outside grounds of the District facilities requiring working in an around equipment with moving mechanical parts, vibrations, and possible risk of electrical shock. The position is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals such as paint, lacquer, and paint-thinner. There may be the frequent variance in noise level ranging from quiet to loud tonal noises.

ADA Compliance Disclosure for Facilities Coordinator:

The Bonita Springs Fire Control and Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

Description Disclosure for Facilities Coordinator:

This job description is not a contract of employment or a guarantee of continued employment. The Bonita Springs Fire Control and Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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General Responsibilities of Facilities Coordinator:

The tasks listed below are those that represent the general responsibilities while working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and departmental policies.

Types correspondence, forms, documents, and other materials as required in departmental operations.

Opens, sorts, and routes incoming mail, faxes, and deliveries; prepares outgoing mail.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the Public and other agencies.

Performs other job-related duties as required.

General Knowledge Requirements for Facilities Coordinator:

The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Facilities Coordinator shall have an appropriate level of knowledge in these requirements upon hiring, with the understanding that these requirements will be mastered while employed with the Bonita Springs Fire Control and Rescue District.

Professional business writing and written correspondence skills.

The knowledge of computer skills and programs.

Efficient utilization of fax and copy machines.

Proper grammar, spelling, proofreading, and editing skills.

Basic math and calculating skills.

Proper phone etiquette.

Typing skills.

The knowledge of departmental policies and procedures.

The knowledge of local, state, and federal laws.

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Essential Responsibilities of Facilities Coordinator:

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Performs or oversees all custodial, maintenance, and repair duties of each facility as needed, including interior and exterior maintenance and including maintaining the tools, equipment, or apparatus needed to perform these duties.

Initiates, manages, and executes planned maintenance programs for a variety of facility equipment including preventative maintenance and life-cycle requirements.

Manages contractor and vendor relationships while directing specifications and requirements including urgent matters, performance, and operational issues.

Recommends and implements solutions for any maintenance issue to ensure proper operations of each facility.

Manages preventative maintenance of facility equipment, including HVAC.

Responsible for complying with all local and state safety requirements for all District buildings including facility inspections and security of the premises.

Ensures that any use or occupation that takes place in facilities or on the premises is compliant with code requirements.

Plans, budgets, and schedules facility modifications, including negotiating cost estimates by interviewing and procuring quotes from vendors or contractors.

Researches ways to cut facility operational costs while adequately maintaining the premises.

Creates a budget for all expenditures pertinent to the Maintenance Department.

Coordinates the maintenance and/or maintains fire hydrants, places reflective hydrant markers, and tags fire hydrants with identification numbers.

Drives assigned vehicles between facilities and work related errands.

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Essential Skill Requirements for Facilities Coordinator:

The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Facilities Coordinator shall have an appropriate level of skill in these requirements upon hiring.

Ability to establish and maintain effective working relationships with co-workers, and other agencies.

Ability to analyze problems, identify alternatives, and take corrective actions.

Strong written, verbal, and analytical skills.

Ability to make sound decisions and judgment calls.

Ability to develop constructive and cooperative working relationships with others.

Ability to communicate, convey, or express information.

Knowledge of company policies and procedures.

Knowledge of local, state, and federal laws relating to natural disaster mitigation.