

FACILITIES SERVICES COORDINATOR (HOUSING AUTHORITY)

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**DEFINITION**

Under general direction, coordinates, plans and oversees the work of assigned staff and contractors engaged in extraordinary maintenance projects and in on-site operation of Housing Authority facilities, complexes, and grounds; performs other related work as required. This classification is Civil Service exempt.

**DISTINGUISHING FEATURES**

Work in this class is characterized by the provision of specialized management assistance involved in the development and execution of extraordinary maintenance projects and in the supervision of Housing Authority on-site staff.

**EXAMPLES OF DUTIES**

1. Plans, organizes and coordinates maintenance projects and on-site operation of Housing Authority facilities, including buildings, grounds, mechanical systems and equipment; schedules and supervises the work of assigned staff; monitors and oversees the work of assigned contractors.
2. Participates in the development of goals, objectives, procedures and work standards for facilities maintenance, renovation, repair and on-site operation; recommends and assists in installing improved operating methods, procedures, equipment and facilities.
3. Participates in the development and oversight of the implementation of a comprehensive on-site maintenance program.
4. Maintains records, inventories and logs.
5. Recommends and participates in implementing improved operating methods, procedures, equipment and facilities.
6. Conducts research and analytical studies on a variety of assigned topics and issues; formulates recommendations and prepares reports and correspondence; conducts cost benefit analyses and reviews.
7. Performs and supervises the procurement of equipment, supplies, and services; prepares specifications for contracts, major purchases and maintenance services; estimates project costs; checks project plans for new and rehabilitation projects.
8. Review contracts and agreements; monitors contract compliance, including adherence to contract specifications and plans.
9. Confers with other departments, public officials, consultants and residents and explains City policies and procedures; may make presentations.
10. Assists in budget preparation and administration.
11. Supervises, trains and evaluates assigned staff.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by advanced coursework in construction, architecture, or business, or by college coursework in public or business administration.

Experience: Five years of administrative or supervisory experience involving facilities operation or maintenance. Experience supervising governmental facilities operations, contract oversight, and/or capital project analysis is desirable.

Knowledge

Knowledge of principles, practices, tools and materials used facilities operation and maintenance; safe work practices and procedures; applicable laws, codes, ordinances and procedures; public and business administration including fiscal management and general analytical procedures.

Ability

Ability to effectively organize and participate in the planning of maintenance, renovation, repair and operation of affordable housing complexes, grounds and facilities; plan, organize, and supervise activities of assigned staff; plan work schedules and evaluate work performance, interpret and apply established procedural and safety requirements; interpret, apply and explain related codes and regulations; assist in preparing and administering budgets; implement goals, objectives, procedures and controls; organize and implement programs; read and interpret plans and blueprints; estimate project costs; prepare contract specifications; interpret, apply and explain established policies, procedures, rules and regulations; establish and maintain accurate records including computerized records; maintain level knowledge required for satisfactory job performance; communicate effectively; prepare clear and concise reports; exercise sound independent judgment within established guidelines; resolve complaints and problems; maintain effective working relationships with employees and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.