

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

JOB TITLE: FACILITIES COORDINATOR

DEPARTMENT: SUPPORT SERVICES

RANK: N/A

FLSA STATUS: Non Exempt

GENERAL FUNCTIONS:

- The purpose of this classification is to perform, coordinate and facilitate skilled and un-skilled work associated with maintenance of grounds, equipment, buildings, and related facilities within the Immokalee Fire Control District. This classification also oversees and manages construction projects from start to finish, including communication with architects, engineers and other construction specialists.

REPORTING RESPONSIBILITIES: As Assigned

SUPERVISORY RESPONSIBILITIES: External Vendors and Others as Assigned

REQUIREMENTS:

- High school diploma or GED; supplemented by ten (10) years previous experience and/or training involving HVAC systems, electrical systems, grounds maintenance, water utilities maintenance, general building maintenance, equipment operation, and/or maintenance work in area of assignment; experience supervising and overseeing external vendors and contractors; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must Consent to a background check prior to employment.
- Must possess and maintain a valid Florida driver's license with appropriate endorsement(s).
- Must consent to a drug test conducted by District approved Laboratory.

DISTINGUISHING RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Coordinates, facilitates and performs general repair and maintenance work on buildings, equipment, and related facilities, including but not limited to the fire stations in the Immokalee Fire Control District; performs or coordinates performance with outside vendors of general work involving maintenance, facility maintenance, building maintenance, plumbing maintenance, or other projects within the District; acquires through the bidding process, directs and supervises skilled-trade employees or other workers as needed.
- Oversees construction projects from start to finish. Serves as the District's liaison with architects, engineers, and other construction contractors to ensure budgetary and scheduling compliance.
- Coordinates, facilitates and performs various tasks involving grounds maintenance, public areas, parking lots, sidewalks, and fence lines.
- Coordinates, facilitates and performs various tasks involving building maintenance projects; facilitates and performs light construction projects; Coordinates, facilitates and performs various tasks involving plumbing maintenance/repair projects.
- Reviews, assigns and process work orders related to District facilities.
- Coordinates, facilitates and documents various annual inspections for District facilities.
- Prepares Requests for Proposals as needed.
- Reviews invoices submitted for payment related to all District facilities. Communicates with finance department to provide approval for payment of invoices.
- Prepares annual budget requests for District facilities.
- Operates a variety of machinery, equipment, and tools associated with District projects, which may include a utility truck/vehicle, trailer, shovel, rake, pick, machete, post hole digger, level, ladder, gauges, meters, measuring devices, carpentry tools, plumbing tools, electrician tools, painting tools, mechanic tools, power tools, hand tools, or two-way radio.
- Performs general cleaning/maintenance tasks necessary to keep equipment and tools in working operable condition, which may include inspecting equipment, checking/replacing fluids, refueling vehicles, greasing equipment, washing/cleaning equipment, cleaning project work areas, or cleaning shop; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

- Transports, loads, and unloads equipment and materials used in projects.
- Monitors inventory levels of supplies and materials used in projects.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Prepares or completes various forms, reports, correspondence, daily activity logs, inspection forms, purchase requisitions, work orders, maintenance records, charts, leave requests, or other documents.
- Operates a personal computer as necessary to complete essential functions, to include the use of word processing, e-mail, or other computer programs.
- Communicates with the appropriate Chief Officer, vendors, contractors, and other employees; reviews status work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS:

- Provides assistance to other employees as needed.
- Responds to emergency situations which may arise outside of normal working hours.
- Performs other related duties as required.

PERFORMANCE APTITUDES:

Data Utilization: Requires the ability to compile, assemble, copy, record data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition and subtraction. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined which are often characterized by frequent change.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

Immokalee Fire Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

OVERTIME:

Overtime is an option only on a needed basis. With the exception of emergency situations, overtime will only be utilized with prior approval by the Supervisor.

ACCEPTANCE:

I hereby certify that I have read and understand the above job description.

Facilities Coordinator

Date

Fire Chief

Date