
Classification Description

Title: Facilities Coordinator

Pay Range: 15N

Job Code: 0043

Employee Group: AFSCME 3580

Established: Feb 2017

Revised: N/A

EEO Category: Service Workers

FLSA Status: Non-Exempt

DESCRIPTION

Perform a variety of tasks in order to ensure that Metro workspaces, and site furniture, fixtures and equipment meet the needs of organization. Responsibilities include project management, vendor selection and oversight, and the performance of manual to semi-skilled maintenance, repair and improvement tasks for assigned Metro facilities, grounds, and fleet, equipment and equipment systems.

DISTINGUISHING FEATURES

This is a single classification and not part of a classification series. Facilities Coordinators work cooperatively with Facilities Maintenance Workers, Facilities Maintenance Technicians and the Custodial and Security teams to manage office and other site equipment and furniture installations, tenant improvements, moves, maintenance, and space planning to meet the needs of Metro's operations and employees.

DUTIES AND RESPONSIBILITIES

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Performs and/or assists with duties associated with site related projects, improvements, repairs, inclement weather, maintenance and emergencies.
2. Coordinates and manages all furniture moves, space reconfigurations and minor tenant improvement projects as needed, includes developing scopes of work, move and installation schedules and coordinating and overseeing contractors.
3. Works cooperatively with Building Operations manager and department staff to develop and execute minor tenant improvement projects, maintenance and repair plans, and changes to office and workstation configurations to meet site, staff and space needs.
4. Coordinates and manages all furniture requests and orders. Works with vendor to develop workstation configurations and floor plans, selects furniture and places orders.
5. Works with vendors to develop and implement installation of furniture, fixtures, phone/data and electrical cables, window coverings, carpet, paint and other site equipment. Schedules and manages contractors, movers and installers for various projects.

6. Maintains, repairs and assembles/builds furniture.
7. Consults and collaborates with Information Services and the CPMO regarding site improvements and space planning efforts.
8. Maintains documents associated with building/site projects, moves and furniture reconfigurations.
9. Maintains up-to-date building/site prints and floor plans with current configurations and staff locations.
10. Maintains inventory of spare furniture and equipment in storage.
11. Oversees the timely surplussing and/or disposal of unneeded furniture and equipment. Maintains the surplus storage area in a neat and organized fashion.
12. Serves as a resource to other Metro sites and venues regarding furniture, surplus, and space needs. Provides assistance and direction as needed.
13. Drafts scope of work for contracts and monitors procurement processes including RFB/P's and contracts.
14. Conducts space audits to determine usage and feasibility of changes.
15. Provides presentations and status reports to staff and Supervisor regarding space changes, furniture orders and move schedules.
16. Supports site space planning efforts and applies tenants of Site Space Policy.
17. Monitors department growth and evaluates long term space utilization planning and coordinates with departments on anticipated changes/growth/new hire/occupancy forecasting. Develops strategies to be prepared for arrival of new employees.
18. Utilizes CMMS and AUTOCAD (or other design applications) software as needed to support management of the site.
19. Maintains and exhibits discretion with confidential and/or sensitive information.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits

- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
 4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Requires a high school diploma or G.E.D. and
- Two to three years experience working in Facilities or a related field or
- Any combination of education and experience that provides the necessary knowledge, skills and abilities to perform the classification duties and responsibilities.

Knowledge, Skills and Abilities:

- Knowledge of basic carpentry skills and ability to operate hand tools
- Knowledge of basic safety and fire codes related to room setup
- Working knowledge of electricity, landscaping, building maintenance and mechanics
- Knowledge of standard maintenance practices, procedures and techniques
- Ability to perform a variety of tasks involving lifting and moving heavy objects
- Ability to respond to customer inquiries in an accurate, responsive manner
- Skill with Word processing, spreadsheet and email applications, preferably within the Microsoft Office Suite
- Detail-oriented with the ability to be flexible, manage multiple tasks and shifting priorities, work under pressure and meet deadlines
- Work independently, be self-directed and work as a member of a team
- Ability to maintain accurate records of building operations activities
- Ability to establish and maintain effective working relationships with contractors, the general public, and other Metro staff
- Ability to understand and follow verbal and written instructions at a level sufficient to perform the essential functions
- Ability to understand and calculate basic arithmetic
- Ability to lift and carry up to 50 lbs. without assistance; occasionally up to 100 lbs. with a two-person lift
- Properly and safely operate tools and equipment used in performance of duties
- Work on ladders and in all weather conditions
- Work quickly and efficiently
- Perform customer service and respond to emergency situations
- Perform all position essential duties and responsibilities
- Fulfill Metro’s core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

- Use discretion with confidential and sensitive matters

Additional Requirements:

- Successfully pass the background checks and screening requirements required for the position

SUPERVISION RECEIVED

Supervision received from manager

SUPERVISION EXERCISED

This position has no supervisor responsibility but may provide leadership and guidance to administrative staff and/or employees working on projects.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Uses hand and power-operated tools and equipment, such as saws, drills, air compressors, paint sprayers and other equipment and tools necessary for carpentry, plumbing, mechanical and basic building repair duties.

Gloves, masks and other personal protective devices and equipment are required while performing some tasks.

WORK ENVIRONMENT

The following indicates the general work environment of positions grouped within this classification; it is not intended to be a comprehensive description of a specific position.

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. This is a highly physical position with potential exposure to chemicals, dust, fluids and bio-hazardous waste, and noise; and may include some limited exposure to contaminated areas, enclosed spaces, at heights, indoor and outdoor locations under inclement weather, and other adverse conditions. This position will frequently require the ability lift and carry up to 50 lbs. without assistance; occasionally up to 100 lbs. with a two-person lift.

As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours. Work may require travel to off-site locations.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.