

JOB DESCRIPTION



Position Title: Facility Services Coordinator

Department: Facility Services

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus
Sierra Vista Campus

FLSA Classification: Non-Exempt
Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE06

Position Summary: The Facility Services Coordinator is responsible for the coordination and supervision of the custodial staff, assigning and evaluating work performance, conducting training and mentoring of staff on cleaning practices and techniques and proper use of cleaning agents and for performing routine cleaning of classrooms, restrooms, offices and other public areas according to departmental specifications.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Supervises and schedules routine cleaning of classrooms, offices, restrooms, and dormitories; assists in setting up classrooms, conference rooms, and special events to include moving furniture and clean up after an event; provides evaluation of work-related duties to ensure maximum efficiency and quality of work

Supervises and schedules routine cleaning of paved areas, paths, walkways and stairways adjacent to buildings; identify pest infestations and arrange herbicide and pesticide control

Uses cleaning solvents, sanitizers, cleaning solutions and chemical agents; mixes chemicals following manufacturer's directions, and departmental guidelines; complies with all safety standards, infection control policies and departmental and college policies and procedures

Follows up on all submitted work orders to ensure project completion, quality assurance and customer satisfaction

Responsible for monitoring and training of facility service workers on cleaning practices, procedures, and techniques to include proper use of cleaning solvents, sanitizers, cleaning solutions, chemical agents, and equipment

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

High School diploma or equivalent

Five years of related experience including three years of experience in a lead or supervisory role

Preference may be given to individuals certified in Industrial Cleaning

Preference may be given to individuals who are bilingual in English and Spanish

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of supervisory principles, practices and techniques

Knowledge of cleaning practices and techniques to include cleaning agents, equipment and supplies

Skill in supervisory practices and techniques

Skill mixing cleaning and chemical agents

Skill in operating and using cleaning equipment

Ability to plan, supervise, and inspect the custodial work of facility service crew

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to use a personal computer, maintenance and project management programs

Ability to work independently while contributing to team environment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to establish and maintain effective working relationships with fellow employees, supervisors, and the public

Work Environment: Work requires working early morning shifts and is primarily performed under limited supervision. Incumbent generally performs work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 100 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Facilities Office Supervisor

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.