

BUILDING MAINTENANCE COORDINATOR

KIND OF WORK

Responsible work facilitating construction, repair, remodeling and maintenance of buildings and facilities.

NATURE AND PURPOSE

An employee in this class is responsible for the inspection and inventory of state buildings, determining the need for any remodeling or repairs of the buildings, determining methods to accomplish the necessary work, developing specifications or plans and arranging for bids and awarding of contracts for performing the work, inspecting and approving the work, and preparation of budget and maintenance of fiscal control for the building remodeling, repair, and maintenance program. This employee may occasionally supervise staff on a project basis. The Building Maintenance Coordinator receives technical direction from an engineer or architect and reports to a higher level Natural Resources Administrator or Military Architect and Engineer through discussions and also written reports regarding projects and program accomplishments.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts detailed inventory and inspection of all buildings within areas of responsibility including function and size in order to determine necessary maintenance and repairs.

Presents repair needs information to supervisors in order to determine which needs are most critical and to prioritize building repair and remodeling projects.

Determines the best method to accomplish repairs of buildings or facilities so that the work is completed in the most economical manner consistent with established bidding procedures.

Develops specifications and plans, contacts vendors/contractors, awards bids on local contracts so that critical building repair needs are met.

Inspects work in progress and after completion and approves payment so that payment will be made only for work completed in accordance with specifications.

Analyzes requests for emergency repairs and accomplishes repair on those deemed critical so that unexpected needs are met.

Develops and recommends budget information and maintains fiscal control of funds allotted so that necessary building and facility remodeling are accomplished within the limits of available funding.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the methods, practices, materials and equipment used in the construction and maintenance of various types of buildings.

Ability to:

Ability to lay out and direct the work of skilled tradesmen and helpers on varied projects.

Ability to prepare plans and specifications, to make estimates of work and materials, and to inspect materials and work progress to determine conformity to plans and specifications.

Ability to prepare budgets and maintain control of expenditures.

Ability to keep records related to building inspections, repairs, remodeling and maintenance.

Ability to work effectively with clientele and contractors.

Est.: 7/1/81

Rev.:

T.C.:

Former Title(s):