

Facilities Coordinator

Reports to:
Classification:
Date:

Department:
Division:
Approved:

JOB SUMMARY:

To coordinate all incoming calls requesting services of maintenance, cleaning, and shipping and receiving services.

ESSENTIAL FUNCTIONS:

1. Receives incoming requests for services and assigns for completion on a priority basis, to appropriate group leader in electrical, plumbing, cleaning, or shipping. Pages necessary personnel in an emergency.
2. Relieves facilities manager of detail by performing routine investigations; gathering, compiling, and interpreting data; and preparing recommendations and reports.
3. Orders maintenance items from requisitions received from group leaders; maintains purchasing records, and prepares quarterly summary of purchases by vendor. Contacts vendors on unsatisfactory quality items.
4. Maintains roster of satisfactorily performing outside contractors who may be needed for special maintenance jobs. Provides outside contractor personnel with safety orientation to the facility, requirements of the hazard communication standard, and personal protective equipment such as hearing protection, etc.
5. Orders office accessories and nameplates.
6. Prepares monthly report of number of phone calls received, work orders dispatched, and preventive man-hours completed.

ADDITIONAL RESPONSIBILITIES:

1. May conduct on-site investigations of critical maintenance problems.
2. Assures 8 a.m. - 6 p.m. coverage of the job by training backup personnel.
3. May sub for facilities manager in his or her absence.

JOB QUALIFICATIONS:

1. Several years' office experience, preferably in a service-oriented facility.
2. Considerable tact and human relations skills in interacting with all levels of management and plant employees. Good problem-solving and negotiating skills required.
3. Word processing and personal computer skills.