



DARKE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Helping people live their best lives

POSITION TITLE: FACILITY MAINTENANCE COORDINATOR

QUALIFICATIONS: High school diploma or GED
Minimum two (2) years' experience in building maintenance and repair required, with a working knowledge of plumbing, electrical, carpentry, and HVAC preferred
Physically able to lift up to 50 pounds
Freedom from substance abuse
Satisfactory BCI check (Bureau of Criminal Investigation)

CLASSIFICATION: Full time, classified, non-exempt
12 months per year, 254 days per year
40 hours per week, eligible for overtime
Probationary period: 300 calendar days

PRIMARY FUNCTION: To maintain the safe and proper working order of the program's equipment, vehicles, building, and grounds.

WORK PERFORMED:

- *1) Performs maintenance of building including but not limited to electrical repairs, plumbing repairs, changing filters in the air handling units, basic HVAC repairs, oversees fire system requirements, and maintains grounds (i.e. mowing, trim hedges, rake leaves, plant flowers and trees, weeding flower beds, serves as back up for snow removal)
- *2) Maintains a pleasant and safe environment within the facility to include cleans, dusts furniture and fixtures, sweeps, mops, strips, waxes, polishes and renews floor surfaces, washes walls, cleans glass and mirrors, paints as needed, and cleans all restrooms including monitoring toilet tissue, soap, towels, and deodorizer usage and all offices and rooms in the facility.
- *3) Maintains vehicles including checking fluids, cleaning outside and inside of vehicles, performing general repairs (i.e. bulbs and fuses), arranging major repairs with county mechanic, and making recommendations on planned maintenance and/or purchase / trade-in of vehicles.
- *4) Maintain records and consistently monitor facility and equipment; maintain records, inventories and logs on all program equipment and supplies used for maintenance of facilities; monitor heat efficiency, water efficiency, and other utilities systems to enhance the most effective utilization of program operation; maintain the cleanliness and sanitation of facility by cleaning and completing other tasks necessary; monitor electrical, plumbing, heating, air conditioning and general repairs.

- *5) Conducts regular inspections of building to detect needed repairs; establish and recommend priorities on repair projects; estimates cost of repairs in terms of labor, material and overhead; develops a system for handling emergency repairs with efficiency; prepares reports on cost of work done, materials used, and labor expended; orders materials as needed, and makes recommendations of supplies and equipment for purchase in accordance with Board policy and procedures.
- *6) Consults with Business Services Director regarding the establishment of regular preventative maintenance programs; maintains a preventative maintenance schedule for the building; advises on the hiring of contractors to perform certain maintenance and/or repairs and monitors contractor performance.
- *7) Maintain a close cooperative relationship with staff and administration; maintain professional ethics in keeping with the confidentiality of information and material with which he/she may come contact; reports to the facility at the assigned time and remain until the assigned quitting time, unless otherwise authorized by the administration.
- *8) Responsible for general security of building; secures/unlocks facilities as directed; shall be available during emergency situations (respond to building alarm calls, mechanical failures, etc.); shall comply with all safety rules established by the Board through the utilization of protective equipment and decontamination techniques; maintain OSHA compliance.
- 9) Other related duties as assigned.

* = Essential function

PHYSICAL

REQUIREMENTS:

- 1) Standing or sitting for periods which may exceed one hour.
- 2) Lift and/or carry items weighing up to 50 pounds.
- 3) Bend at waist frequently.
- 4) Climb occasionally.
- 5) Simple grasping, light pushing/pulling and/or fine manipulation of both hands.
- 6) Reach above shoulder frequently, both sides.

SUPERVISION RECEIVED: Business Services Director

Note: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

Revised October 2022

Employee signature

Date