



## JOB DESCRIPTION

**POSITION TITLE:** *Facility Coordinator*

**CLASSIFICATION:** Full Time

**LOCATION:** Central City Community Health Administration

**JOB SUMMARY:** The Facilities Coordinator will maintain efficient and smooth operation of the physical jobsite

**ACCOUNTABLE TO:** Director Operation Officer

### **JOB DUTIES:**

#### **Responsibilities: Fulfill Assigned Tasks, Routine**

- Ensures assigned equipment is in proper working order and available for use.
- Maintains Physical space, ensuring a safe, clean, and functional environment.
- Receives, manages, and processes work order requests; ensures problems are resolved quickly.
- Acts as liaison between employees and any outside contractors needed to resolve specialized problems.
- Drafts and implements preventive maintenance schedules for buildings and equipment.
- Ensures safety standards are followed throughout facility.
- Participates on emergency preparedness planning team.
- Applies, or assists with application, for required environmental permits.
- Maintains inventory of supplies; reorders as needed.
- Performs other related duties as assigned.
- Participate in all aspects of special events at all locations.

#### **Required Skills/Abilities:**

- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite or related software necessary to create and maintain reports and logs.
- Excellent organizational skills and attention to detail
- Ability to perform well in fast paced environment

**Qualifications:**

- Ability to handle multiple demands.
- Communication skills: good listening, clear instructions.
- Valid driver's license and safe driving record.
- Experience serving the public.
- Ability to stay calm.
- Ability to lift 15 lbs.
- Attention to detail, accuracy.
- Demonstrated ability to handle multiple demands.
- Manual dexterity with hazardous equipment.
- Willingness and flexibility to meet the changing requirements of the job.
- Regular predictable attendance.
- Skills or ability to be certified in HVAC and similar operations.
- Computer literacy including but not limited to the Microsoft Office Suite.

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**Acknowledgment of Receipt of the Job Description for Facilities Coordinator**

***Statement of the Position Holder:***

I accept the accountabilities of this position and agree to produce the results, perform the work and meet the standards set forth in this Position Agreement.

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Signature:

Date: \_\_\_\_\_

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***Statement of the Position Holder's Supervisor:***

I agree to provide a working environment, necessary resources and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature:

Date: \_\_\_\_\_

**Copies of Acknowledgment of Receipt: 1) To Employee and 2) Employee's Personnel file**

