

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Building Operations Coordinator
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Department: Administration

Pay Grade: 507

FLSA Status: Non-Exempt

Job Code: A152

JOB SUMMARY

The purpose of this classification is to assist in the coordination of activities relative to project administration including in-house projects and contracted services supported by the Building Operations Division including planning, project reporting and contract assistance for capital improvement projects. In addition, this classification plans, coordinates, and performs all division administrative support functions and coordinates activities involving building operations and facility maintenance of City buildings.

ESSENTIAL JOB FUNCTIONS

- Serves as primary resource for implementation and completion of Building Operations capital improvement projects. Assists in preparation of proposal and bid documents for solicitation; assists in evaluating bids received. Identifies vendors and obtains price quotes for approved projects not requiring formal bid; evaluates vendor proposals; works as vendor liaison to provide and receive information; oversees contract adherence; responds to issues and priorities as they arise. Provides project updates and shares relevant information with Building Operations Manager. Prepares and updates project tracking documents.
- Oversees contract management; administers ongoing maintenance, service, and repair contracts for facility operations; manages construction contracts associated with capital improvement projects and standby trades.
- Processes documentation pertaining to budget or general financial management; assists with budget development and preparation; enters budget data into computer; monitors expenditures to ensure compliance with approved budget; coordinates internal accounting activities.

- Ensures division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Communicates with City management personnel, employees, other departments, elected officials, the public, consultants, contractors, engineers, architects, vendors, service representatives, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction. Performs the duties of immediate manager in absence of same.
- Serves as liaison between Building Operations and other departments/divisions, staff members, City officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information; interacts with various officials and dignitaries involving sensitive client relations; conveys information among division/department personnel; circulates documentation to appropriate departments.
- Manages and directs mail room functions at City Hall. Supervises, directs and evaluates mail room staff.
- Prepares, receives, proofreads, and/or requests various forms, reports, correspondence, lists, notices, schedules, procedures, manuals, calendars, attendance records, check requests, purchase orders, requisitions, budget documents, contracts, agreements, statistical reports, incident/accident reports, work order requests, charts, graphs, spreadsheets, or other documents; reviews, completes, processes, forwards or retains as appropriate.
- Prepares or completes various forms, reports, correspondence, performance evaluations, payroll documents, purchase requisitions, budget documents, committee reports, key issue records, or other documents.
- Maintains key control system: issues access keys for authorized employees and elected officials; maintains accurate records of keys issued, lost, replaced, or returned. Issues new and replacement City ID/access cards.
- Manages the inventory of department supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies; obtains competitive price quotes, maintains department budget for purchases.
- Attends meetings, as needed; represents the department at meetings; serves on committees and makes presentations as needed. Attends training meetings, workshops or seminars as necessary to enhance job knowledge and skills.
- Keeps files, contracts, and other records for the division.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Operates a personal computer, scanner, telephone, postage machine, shredder, general office equipment, two-way radio, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, graphics, desktop publishing, e-mail, Internet, or other computer programs; provides training and/or technical support for other system users; performs basic maintenance of general office equipment, such as replacing paper, ink, or toner.
- Maintains room reservation schedule for all City Hall meeting rooms, including after hour events; reserves and confirms requests and confirms there are no scheduling conflicts.

- Processes documentation pertaining to personnel/payroll functions; reviews timesheets for accuracy and researches discrepancies; enters payroll data into computer for processing; prepares personnel action forms and performance appraisals, maintains attendance records, department personnel files, employee rosters, and related records; serves as liaison to Human Resources for advertising job vacancies; receiving and verifying new hire, termination, and promotion paperwork.
- Oversees purchasing and accounts payable for Building Operations; processes documentation; obtains price quotes for potential purchases; prepares purchase orders and enters purchasing data into computer; reviews invoices or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; maintains files and records; responds to billing inquiries.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in business, public administration, contracts administration or a related field preferred; High school diploma or GED; supplemented by two (2) years previous experience and/or training involving supervision, project coordination, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and methods associated with building maintenance trades, including construction, electrical, plumbing, HVAC, mechanical, carpentry, and/or custodial maintenance.
- Knowledge of the laws, standards, and regulations pertaining to building operations and fire safety.
- Knowledge of established safety rules and departmental policies and procedures.
- Knowledge of the purpose and safe operation of various tools and equipment used in building maintenance trades.
- Knowledge of the principles of supervision; must be able to plan/direct the work of subordinates, and to effectively lead, motivate, and evaluate assigned staff.
- Ability to interact tactfully and courteously with the general public.
- Ability to read gauges and testing instruments.
- Ability to work evenings and weekends on a scheduled and/or emergency basis.
- Ability to coordinate others in the sequence of major activities and report on operations and activities which are very broad in scope.

- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels. Exchange ideas, information, and opinions with others to assist in the formulation of policy and programs.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.