

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Facilities Maintenance Coordinator

Definition

Performs diversified buildings and grounds maintenance and related support in a facility of limited scope and size; may serve as a lead worker; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Designs small additions to the facility complex such as furniture, storage sheds, foot bridges, etc. by sketching the basic design and listing the materials needed or adapting existing designs to current needs.

Constructs from own sketches or from blueprints submitted by others small additions to the facility complex to expand the operation of the facility.

Performs minor repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.

Maintains the grounds of the facility in a condition that is both aesthetic and safe for others at the facility.

Operates heavy equipment such as tractors, small snow removal equipment, dozers, trenchers, sprayers, mowers, etc. to landscape the grounds and prepare the grounds for their intended use.

Operates and maintains the sewage treatment and disposal system for the facility in compliance with state regulations.

Operates and maintains the water treatment and distribution system for the facility in compliance with state regulations.

Operates and maintains the facility's furnaces and air conditioning systems to insure they are functioning properly and the facility's buildings are climatically habitual.

Performs maintenance and minor repairs on equipment used at the facility.

Prepares and maintains records of activities as required.

Designated positions perform duties related to snow and ice removal, which include: accessing the Roadway Weather Information System (RWIS), weather reports, and other related computers software applications to record and receive data and make decisions regarding times, temperatures, weather conditions, and material usage to operate snow and ice removal equipment such as, but not limited to single or tandem axle dump trucks that may be equipped with tailgate or hopper spreader, straight

blades or V-plows, wing plows, and underside ice blades; includes preparing and spreading abrasives and de-icing chemicals on the roadway by using a loader for mixing abrasives and chemicals.

Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language – Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Mechanical – Machines and tools, including their designs, uses, repair, and maintenance.
- Building and Construction – Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Engineering and Technology – Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Abilities:

- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Operation and Control – Controlling operations of equipment or systems.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Three years of full-time work experience in the building and trades industry.
- 2) Current, continuous experience in the state executive branch that includes one year of full-time work as a Maintenance Repairer.

Notes

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain current valid Driver's License.

All of the following apply to Department of Transportation positions only:

Designated positions in this class require possession of a valid Commercial Learner's Permit upon hire. Within a timeframe determined by the appointing authority, a valid Class A or B (level determined by the appointing authority) Commercial Driver's License with the required endorsements and applicable restrictions must be obtained and subsequently maintained in order to continue employment.

If a CDL is not designated, all positions are required to have and maintain a minimum of a valid Class C Non-Commercial Operator's License.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), designated positions in this job class require a pre-employment drug screen and will require ongoing

participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

Prior to starting employment, all persons are required to have a post offer pre-employment physical verifying the physical ability to perform the duties described.

Travel, including overnight travel, may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

Employees must respond to emergency situations as required, including during non-routine working hours.

Effective date: 10/24 KC