SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: FACILITIES COORDINATOR

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of this position is to manage facilities projects in the areas of construction, renovation, repair and maintenance, furniture, and physical appearance. Employees in this classification oversee all procurement aspects of facilities projects. Incumbent exercises professional judgment, initiative, and discretion in carrying out delegated administrative details and ensures the accurate maintenance of records and documentation concerning all facilities related activities. Position initiates, coordinates, and oversees completion of facilities projects.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Oversees office, furniture, modular, and equipment relocation projects; coordinates vendors' and contractors' work related to functions under charge

Initiates, coordinates, and oversees completion of facilities/office renovations; conducts site inspections in the review of facilities service needs as necessary

Reviews, evaluates, and approves facility and communications work orders, installations and relocations; responds to emergency requests for repairs/maintenance; notifies appropriate facilities personnel and follows up through completion

Reviews and evaluates furniture requests; determines maintenance needs of furnishings for all facilities; coordinates and facilitates procurement of major furniture and modular purchases

Serves as facility point of contact for damage assessment and recovery plans; prepares plans for facility disaster recovery

Coordinates with County Facilities' staff as necessary

Monitors work flow and productivity of vendors/contractors; monitors performance for adherence to established goals and objectives

Consults with management to review operational activities and resolve problems; provides recommendations for new procedures or modifications to current processes; ensures implementation of approved changes

Establishes and maintains effective communications and relationships with department managers, supervisors, employees, and other agencies staff; attends meetings as needed

Coordinates information services cabling/network/communication projects with assigned staff and the County staff, as applicable based upon the facilities project

Initiates, coordinates, and oversees the installation and maintenance of audio visual and electronic services projects including but not limited to PA systems, security cameras and monitors, alarm systems and overhead projectors

Functions as liaison with governmental agencies, contractors, and vendors regarding functions under charge, i.e., custodial, facilities, furniture, etc.

Prepares and submits purchase order requisitions as required; coordinates with Procurement to seek competitive quotes for goods and services

Reviews and maintains floor plans, specifications, and County Policies and Procedures Manual as related to all Clerk & Comptroller facilities

Makes regular site visits to all Clerk & Comptroller office locations to ensure all facilities needs are met

Issues and maintains central records and keys for facility and cabinet key requests

Prepares and presents various documentation, such as special reports, sensitive/complex correspondence, logs, policies, procedures, and working plans; conducts research and follow up as necessary

Assists in preparation and development of department annual operating, capital and supplemental budgets; monitors departmental budget activity to ensure proper use and allocation of funds; assists in requesting budget transfers to cover shortages in budget line items

In collaboration with Division Director, leads preparation and development of capital project proposals in requesting funding for proposed capital projects from the County

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

Successfully completes fitness for duty testing conducted for all employees that are considered mandatory-testing

MARGINAL FUNCTIONS

> While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

FACILITIES COORDINATOR

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Engineering, Construction or related field, supplemented by five (5) years of recent and relevant experience in facilities and/or construction management to include major and minor construction/renovation projects requiring contracts management and project oversight and coordination; requires familiarity with ADA and OSHA requirements and an emphasis in evaluating facility needs for capital improvement purposes and applying knowledge of capital construction procedures; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of walking, standing, climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (15-40 pounds).

Sensory Requirements: Tasks require visual perception, differentiation, and color identification. Tasks require oral and written communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. ☐ Yes ☐ No

I would like to request a reasonable accommodation. ☐ Yes ☐ No
**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

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Employee Signature Date

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Printed Name Department