



JOB DESCRIPTION

TITLE: Facilities Maintenance/Community Services Coordinator
DEPARTMENT: Administration
GRADE: 13
FLSA: Exempt
EEO DESIGNATION: Service Maintenances
REVISION DATE: 11-03-2020

POSITION SUMMARY

Assists with the maintenance, cleaning, care and improvements of all Draper City buildings. Coordinates the scheduling, monitoring, and supervision of workers within the Community Service Program.

SUPERVISION RECEIVED:

Works under the general supervision of the Facilities Manager. Duties are performed according to established and specified procedures.

SUPERVISION EXERCISED:

Supervises Community Service Workers.

ESSENTIAL FUNCTIONS:

Assists Facilities Manager with projects as assigned

- Custodial services
- Building Maintenance
- Snow removal
- Special projects (Painting, small repairs, detail cleaning, etc.)

Oversees the scheduling, performance and reporting aspects of the Community Service Program.

- Coordinates staffing needs with the facilities manager and the justice court for community service projects.
- Schedules community service workers to perform and complete identified service tasks.
- Tracks and monitors community service worker performance.
- Reports community service worker hours and performance quality to the justice court.
- Works cooperatively with community service workers to accomplish identified tasks.

Other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge and Skills:

Knowledge of City policies and procedures and ability to work with custodial staff. Knowledge of methods, materials and equipment used in custodial and grounds repairs and recognize need for repairs. Ability to understand and follow oral instructions. Physical ability to



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perform work required. Ability to perform minor carpentry, masonry and plumbing. Maintain effective working relationships with other employees and interact with the general public in a polite and professional manner. Ability to work unsupervised and with the utmost confidentiality. Ability to organize information, schedules, and tasks. Ability to define performance expectations in clear language. Ability to supervise the performance of others, including passive discipline. Requires the ability to tactfully and skillfully motivate others to complete work.

Education and Experience:

High School Diploma or GED and at least three (3) years experience performing custodial labor, grounds maintenance and/or building maintenance work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Previous supervisory experience (1-2 years) desired. A valid Utah Drivers License is required.

Working Conditions:

Continuous physical effort required in performing duties requiring walking, standing, lifting, climbing stairs, stooping, bending, twisting and other movements required to use maintenance equipment. Use of cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure in inclement weather for outside duties with some disagreeable factors in both situations such as dust, dirt, grease, heat and cold. May need to lift up to 80 lbs on a regular basis. Position may be assigned to work early morning or late evening shifts depending upon scheduling

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.