JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Facilities Maintenance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Police</td>
</tr>
<tr>
<td>Reports to Position</td>
<td>Administrative Manager</td>
</tr>
<tr>
<td>Location</td>
<td>Police Department</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>07/01/18</td>
</tr>
<tr>
<td>Civil Service</td>
<td>Yes</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>No</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>Non Bargaining Pay Scale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

JOB SUMMARY

The Facilities Maintenance Coordinator is responsible for managing and maintaining the building, grounds, and equipment of the Marion Police Department.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Maintain day to day maintenance and improvement activities throughout the building and grounds.
- Perform maintenance, troubleshooting and repair functions.
- Oversees work performed by part-time custodian(s) and is responsible for those duties in their absence.
- Ensures quality of work performed by vendors/contractors.
- Schedules and assists with building inspections.
- Manages vendor bids and contracts related to building and grounds maintenance.
- Maintains a safe and clean working environment by complying with procedures, rules and regulations.
- Maintain battery backup inventory; purchase, install and dispose as necessary.
- Responsible for ordering and managing the inventory of maintenance and custodial products.
- Maintains and coordinates maintenance and repair needs of HVAC systems, plumbing and electrical systems.
- Responsible for event set-up and tear down.
- Responsible for maintaining gate and door functions.
- Maintain flag displays according to procedures and regulations.
- Performs snow removal.
- Performs other related work as directed.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of regular maintenance for elevators, boilers, HVAC, plumbing and electrical systems.
- Ability to troubleshoot mechanical maintenance and repairs.
- Ability to recognize areas of improvement and determine most cost effective and sensible solutions.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

- Ability to physically check the building, grounds, HVAC system and generator for malfunctions.
- Ability to perform general maintenance as needed as well as call for service when required.
- Ability to stoop, climb (including ladders), bend and reach to perform maintenance duties.
- Ability to make repairs or coordinate repairs on windows, doors, blinds, light fixtures, walls, floors, furniture and cleaning equipment.
- Ability to speak, read and write English in order to communicate with co-workers and others.
- Ability to lift 75 pounds at one time and ability for repetitive lifting of up to 50 pounds.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
## QUALIFICATIONS
- Must possess a valid Iowa Driver’s License. High school diploma or equivalency. Minimum 3 years maintenance and 1 year custodial experience.

## WORKING CONDITIONS
- Work in a 24/7 office environment.
- Work may require call in without notice.

## REQUIRED BACKGROUND CHECKS
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Credit Check
- Pre-Employment Agility Test/Drug Screen
- Polygraph