

**CALLEGUAS MUNICIPAL WATER DISTRICT
JOB DESCRIPTION**

Job Title: Facilities Coordinator 1, 2

Department: Operations and Maintenance

FLSA Status: Non-Exempt

Reports to: General Services Supervisor

Position Type: Full-Time

Revision Date: January 2019

POSITION SUMMARY

Under supervision of the General Services Supervisor, provides support services for the District's fleet maintenance program, maintains an adequate stock of supplies and materials, maintains warehousing facilities, provides support to outside services contractors, keeps up-to-date and accurate maintenance and inventory records; receives, stores, and distributes materials and equipment; operates warehouse and portable equipment; communicates effectively with employees and contractors; and operates a vehicle in the pick-up and delivery of vehicles, equipment, and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Facilities Coordinator 1

- Maintains up-to-date and accurate records for the District's vehicle fleet and equipment; inspects vehicles and equipment for proper operation and possible problems; coordinates with vehicle repair shops for routine service and emergency repair.
- Receives, inspects, and stocks materials and supplies; verifies the accuracy of shipments, reporting problems and discrepancies to other District staff; conducts routine inventory counts to identify items for reordering.
- Operates a vehicle to pick-up items purchased and deliver materials and equipment; reviews requisitions for accuracy and distributes ordered materials to staff as needed.
- Washes vehicles and equipment.
- Cleans and maintains the warehousing facilities.
- Assists in maintaining the State of California DOT Commercial Vehicle certification program.
- Operates warehouse equipment in connection with the receipt, storage, and issuance of materials.

- Is responsible for his/her own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.

Facilities Coordinator 2

- Performs duties required of Facilities Coordinator 1.
- Coordinates building and site repairs with outside services contractors.
- Assists with maintenance of the hazardous materials and hazardous waste programs.
- Tracks vehicle mileage and hours of equipment use; updates service records.
- Maintains inventory documentation for District supplies and materials, including quantities of items in inventory, when materials are purchased, and when and by whom they are removed from inventory.
- Inspects the vehicle, equipment, and standby generator fuel station tanks on a routine basis; coordinates purchasing of fuel and maintenance of the fuel systems with vendors and contractors; maintains records as necessary to comply with all local, state, and federal regulations relating to fuel systems.
- Maintains State of California DOT Commercial Vehicle certification program.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and Experience

Facilities Coordinator 1

- A high school diploma or general education degree (GED).

Facilities Coordinator 2

- A high school diploma or general education degree (GED) and three years of related experience and/or training; or equivalent combination of education and experience.
- Two years of experience performing similar work to that performed by the Facilities Coordinator 1.
- State Water Resources Control Board Division of Drinking Water Distribution Operator 2 Certificate.

Knowledge and Abilities

Facilities Coordinator 1

- Knowledge of modern office methods, procedures, and equipment.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages and in confined spaces.
- Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blue prints.
- Fill out work orders and daily forms.
- Communicate effectively with employees, materials suppliers, and customers.
- Apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form.
- Operate computers, printers, and scanners.
- Interface effectively with others to obtain or exchange information.
- Establish and maintain cooperative working relationships.
- Consistently produce accurate, detailed work.
- Drive a wide range of vehicles.

Facilities Coordinator 2

- Knowledge and skills required of Facilities Coordinator 1.
- Use the following software programs: spreadsheet, database, word processing, time management (such as Outlook), inventory monitoring.
- Perform basic financial and budgeting computations.
- Complete complex tasks with a high level of accuracy.
- Exercise strong organizational skills.
- Prioritize assignments and manage a variety of complex tasks.
- File and organize large volumes of technical paperwork.
- Solve day-to-day problems and properly respond to stressful situations.
- Exercise sound, expert independent judgment within general policy guidelines.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities.

EQUIPMENT TO BE USED

Must be able to operate District trucks, forklifts, compressors, a wide range of hand and power tools, and other equipment common to a water system. Must be able to operate a computer and standard office machines such as fax, calculator, telephone, copiers etc. Must also be able to use radio and telephones to communicate.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb stairs and ladders or balance and is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. Facilities Coordinator must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Personal protective equipment provided by the employer is regularly required to be worn.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Facilities Coordinator is normally required to work in industrial environments of the water treatment plant, wellfields, pipelines, support-structures, construction sites, confined space environments, and is frequently exposed to moving mechanical parts. In addition the employee may work in an outdoor environment, which may consist of hillsides and uneven terrain and exposure to allergens.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is occasionally loud. The employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.