



## Seminole County Sheriff's Office

### MAINTENANCE COORDINATOR

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 01/19/2022

Effective: 01/19/2022

#### Salary Range

\$17.96 - \$28.77 Hourly

#### Bargaining Unit

N/A

#### EEO

EEO4-Service/Maintenance

#### Occupational Group

N/A

#### FLSA

Non-Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

No

#### General Description

Performs technical work and is responsible for coordinating with and assisting in the daily activities and functions of facilities management and in support of Sheriff's Office facilities and staff.

#### Typical Duties

**ILLUSTRATIVE DUTIES (The duties listed below are for illustrative purposes only. The omission of specific work statements does not necessarily exclude them from being performed by the position).**

Conducts facility inspections on a regular basis, formulates deficiency reports and coordinates repairs to ensure identified issues are resolved in a timely fashion.

Assists with coordinating Contractor compliance in regards to contractual documents issued for facility maintenance, improvements, renovations and new construction at Sheriff's Office facilities.

Performs small building maintenance tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.);

Makes small repairs in all assigned facilities, as needed.

Assists in the management and oversight of the facilities online work request system.

Assists with departmental and employee moves, which may require moving furniture.

Hangs pictures and shelving, as needed.

Ensures timely, proactive and courteous customer service for all facilities services provided.

Performs other maintenance duties as assigned by the Facilities Manager and Supervisor.

Coordinates the preparation of vendor lists, project scopes of work, and other construction related documents by assembling and researching materials from files/records.

Performs other duties as assigned or as may be necessary in the efficient and effective performance of the position functions.

#### Minimum Qualifications

- High School Diploma or GED with vocational school supplemented by advanced courses and training in the skilled trades involved in building maintenance, construction or equipment maintenance preferred
- Applicant shall have a minimum of four (4) years' experience in building maintenance or construction related areas
- Must possess and maintain a valid Florida Driver's License

#### Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of the principles, practices and procedures used in building operations. Extensive knowledge of occupational hazards and safety precautions of the work, methods, materials, tools and equipment used in building operations. Knowledge of facilities and maintenance practices.

Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to read and interpret building construction plans, sketches and blueprints. Ability to traverse job sites, which may include uneven and broken ground and the necessity to climb ladders for inspections and repairs. Ability to work independently in carrying out assignments to completion. Ability to make decisions based on factual data. Ability to work with detailed information. Ability to effectively use computer skills to develop and maintain spreadsheets and prepare written communications.

#### **WORKING CONDITIONS**

The work environment for this position includes in the John E. Polk Correctional Facility, Sheriff's Office leased facilities and County-owned facilities the Sheriff's Office occupies throughout Seminole County. This position may have limited contact with inmates. The position performs duties while walking or standing. Work shall take place both inside and outside. Must have the ability to tolerate wind, heat, humidity, cold, dust, fumes, odors and rain. The position is required to lift at least fifty pounds without assistance. The position generally works during normal business hours with on-call status for emergencies.