

JOB DESCRIPTION

Position Title: Property & Facilities Coordinator

Written By: Paula J. Cornwell

Position Reports to (Title): Manager Property & Facilities **Date:** April 2021

Department: Property & Facilities

Exempt/Non-Exempt: Non-Exempt

1. Position Summary

Reporting to the Manager, Property & Facilities, responsible for coordination and documentation of physical property maintenance. In addition, the position will contribute to the plumbing, electrical, carpentry work required to insure for the proper care of Powell Gardens. The position will be collaborate with teams across the Gardens including Horticulture, Visitor Services, Custodial, and Security teams.

The Coordinator will support the execution of the Facility Management Plan including preventive maintenance and capital expenditure projects. The Coordinator brings 3-5 years of broad maintenance experience and fundamental technical skills to the task of identifying efficient and cost effective solutions to property and facilities needs.

2. Essential Functions

Leadership

- Works with Manager to assess and address all matters related to the Garden's physical plant.
- Supports the execution and management of Facility Management Plan.
- Supports coordination with any federal, state and local agencies governing the facilities operations.

Budget/Resources

- Support oversight of the maintenance, custodial and security budgets.
- Assists in monitoring monthly expense management.

Facilities Maintenance

- Participates in ongoing assessment of the needs of Powell Garden buildings, structures, grounds and infrastructure.
- Provide assistance with preventative maintenance of the Gardens various buildings, structures, grounds and infrastructure.
- Provide assistance maintaining grounds irrigation systems and wastewater treatment systems in compliance with oversight bodies.
- Provide assistance for oversight of all HVAC, Wastewater Treatment, building control systems, etc. are fully functioning, compliant and properly maintained and staff is appropriately trained and certified (if required).
- Contributes directly to plumbing, electrical, masonry and carpentry work.

Project Management & Execution

- Support management of work order system and staff assignments to demands.
- Support special events, festivals, rentals and exhibitions by ensuring adequate facility conditions.

Equipment and Inventory

- Support implementation of necessary protocols, training and follow up related to all Garden equipment and vehicles holding staff accountable for following the rules to protect the Garden's resources.
- Insure processes in place to inventory, track and maintain all tools for the Gardens
- Order and maintain adequate supplies.
- Support overall documentation efforts related to architecture, infrastructure, mechanical and garden design in one system for easy access

3. Internal and External

Internal:

All levels of staff and volunteers

External:

Contractors, Vendors, Visitors

5. Consequence of Error

Preventive maintenance of facilities, structure and equipment are required to ensure optimal performance and efficiency. Failure to do so may result in a poor aesthetic environment, loss of visitor engagement, trust from the community and money and resources.

6. Experience/Education

Education	Associate degree or combination of education and experience in maintenance, construction, engineering, contracting or related field
Experience	3-5 years' experience in related field with specific focus on facility and property management; 3-5 years project management experience; 3-5 years in a leadership role with the ability to motivate, retain and recruit staff.
Knowledge	<ul style="list-style-type: none">• Proficient in the use of technology to achieve goals; MicroSoft Office/Excel, communication tools such as email, etc...• Capacity to work in a multitasking environment and the ability to be receptive to changing priorities, well under pressure, excellent time management, problem solving and analytical skills• Must be able to calculate and read measurements.• Ability to read blueprints, specifications other documents related to construction projects or building maintenance• Organizational ability• Ability to work with close attention to detail.• Ability to understand and follow directions; notice small details• Operate necessary equipment and vehicle.• Valid driver's license.
Communications	Basic written and oral communication skills. Responsive

<p>Core Competencies</p>	<p>Action- Oriented and Nimble Learning Readily takes action on challenges, without unnecessary planning; identifies and seizes new opportunities; displays a can-do attitude in good and bad times; steps up to handle tough issues; learns quickly when facing new situations; experiments to find new solutions; takes on the challenge of unfamiliar tasks; extracts lessons learned from failures and mistakes.</p> <p>Drives Results Persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results; pursues everything with energy, drive, and the need to finish.</p> <p>Manages Conflict Step up to conflicts, seeing them as opportunities; asks questions and listens closely to all issues presented; finds common ground.</p> <p>Optimizes Work Processes Seeks ways to improve processes.</p> <p>Situational Adaptability and Decision Quality Picks up on situational cues and adjusts in the moment; understands that different situations may call for different approaches. Makes sound decisions, even in the absence of complete information; relies on a mixture of analysis, wisdom, experience, and judgment when making decisions.</p>
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9. Physical Requirements/Work Environment

Must be able to lift 80 lbs; accomplish strenuous work on an ongoing basis in various weather conditions, including extreme heat and cold. Work may require occasional long periods of sustained standing. Position requires call availability as needed. Some evening and weekend work required.

Disclaimer Statement:

Every effort has been made to make your job description as complete as possible. However, this position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other duties requested by their department supervisor.

Accepted By: _____

Date: _____

