



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Building Services Coordinator

JOB NO: AS038217

FLSA: Exempt

JOB FAMILY: Administrative/Specialist

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Provide responsible staff assistance to the Manager of Building Services; to assist in the supervision and coordination of activities and operations of the Building Services Division; to assist in coordinating projects of various sizes for City departments; act as a resource for building construction issues.

SUPERVISION

General supervision is provided by the Manager of Building Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Assist in planning, supervising and reviewing the work of staff responsible for providing building maintenance services within the Building Services Division.
3. Write specifications for building projects; acquire drawings from architects on the specifications for the building projects; prepare documents for City Council approval.
4. Administer and review construction contracts; participate in the selection of outside contractors.
5. Coordinate, supervise and monitor construction projects; oversee contractors and subcontractors work to assure compliance with specifications; drive to and from destinations as necessary.
6. Participate in training sessions; work with employees to correct deficiencies.
7. Participate in preparation of bid documents; pre-bid meetings; review of bids; processing project documents.
8. Participate in Building Service's annual budget preparation; submit budget recommendations based on critical needs.
9. Inspect City facilities for needed maintenance and repair.
10. Participate in the inspection of work sites before, during and after completion to assure work is completed in a satisfactory and through manner.

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as a liaison for the development of projects in other City Departments.
2. Schedule pre-construction meetings to review work for bidding or executed as Emergency repairs.

3. Inspect and evaluate the construction sites currently underway to insure they meet the specifications and are in compliance with building codes; implement methods and procedures if construction projects are not in compliance.
4. Provide staff assistance to the Manager of Building Services.
5. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of facility maintenance and repair.
6. Supervise maintenance staff in the absence of the Manager of Building Services.
7. Work on call as needed.
8. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School graduate plus two years of vocational training.

EXPERIENCE

Three years of progressively responsible construction management experience including contracts and project coordination.

LICENSES AND CERTIFICATES

Possession of a Master Electrician license from the appropriate state, county or local issuing agency in either electrical or mechanical building trades.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and techniques of commercial and residential building construction.

Principles of structural and architectural design.

Principles and techniques of electrical engineering.

Bidding and contracting processes with coordination of projects.

Accepted safety standards for commercial, industrial and residential buildings.

Pertinent federal, state and local laws, codes and regulations.

Skill in:

Communicating effectively with architects, electrical, mechanical and structural engineers and subcontractors.

Site work, land survey and excavation.

Electrical engineering.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Read and interpret building plans, specifications and building codes.

Learn City ordinances and codes related to building projects.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *driving a vehicle*
- *exposure to extremes temperatures, high work places, and improper illumination*
- *walking, standing or sitting*
- *infrequent climbing, crawling, kneeling and light lifting*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: November 1994

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