



Position Recruitment Notification For Internal & External Candidates

Job Classification: Building Maintenance Contract Coordinator

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| Department/Division | Public Works/Maintenance |
| Employment Status: | Full-time |
| Hourly Salary/Grade: | \$65,000 - \$78,750 +/- DOQ - Grade 9-PM |
| FLSA: | Exempt |
| Union: | Non-Union |
| Employment Commission: | N/A |
| Deadline for Application: | Open until filled, first review March 11, 2024 |

POSITION SUMMARY:

This position assigns and, in some cases, directs duties in the maintenance and repair of Village buildings and grounds and major building systems and components (HVAC AND MEP); prioritizes work for building maintenance contractors and vendors on a daily basis; coordinates project work with contractors; completes daily inspections of Village facilities; manages the inventory and acquisition of various building supplies and materials; manages work order system for building maintenance related services. Employees in this class are subject to 24-hour call outs. Possession of an appropriate, or the ability to obtain within six months, valid CDL driver's license.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=620981376>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



BUILDING MAINTENANCE CONTRACT COORDINATOR

Department: Public Works

FLSA: Non-Union Exempt

Pay Band: 9-PM

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Assigns and, in some cases, directs duties in the maintenance and repair of Village buildings and grounds and major building systems and components (HVAC AND MEP); prioritizes work for building maintenance contractors and vendors on a daily basis; coordinates project work with contractors; completes daily inspections of Village facilities; manages the inventory and acquisition of various building supplies and materials; manages work order system for building maintenance related services. Employees in this class are subject to 24-hour call outs.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Maintenance Superintendent; exercises direct supervision over building maintenance contractors and vendors.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Perform oversight responsibilities and monitor the performance and contract expiration dates of Village building maintenance contractors and vendors.
2. Complete daily inspections and monitoring of all Village facilities including but not limited to; HVAC systems, Building Automation Systems, electrical and lighting systems, plumbing, roofing and exterior building envelope, building access (keys, doors, windows, locks, automated access control systems, security systems, etc.).
3. Plan, direct and provide oversight of building maintenance repair projects.
4. Manage the work order system for building maintenance related services including the creation of work orders as required.
5. Assist in the preparation of the Building Maintenance Operations and Capital budgets; preparation of expenditure requests for approval.
6. Assist in the development of the Building Maintenance annual work plan for scheduling of maintenance and projects, and assist in the preparation of requests for bids and proposals.



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7. Ensure the adherence of safe work practices by Village contractors and vendors, including the management of hazardous waste materials or items, in order to provide a safe working environment for building occupants.
8. Manage the inventory of building supplies and materials, including the ordering of needed supplies and materials and solicitation of bids/quotes/prices for supplies and materials.
9. Prepare analytical and statistical reports on operations and activities.
10. Monitor purchase orders, invoices and payments to budget and verify availability of funds and classifications of expenditures. Provide internal customer services to other Village employees through the oversight and resolution of building maintenance issues to ensure a comfortable and safe working environment.
11. Perform snow removal and ice control management duties as required.
12. Serve as the primary Building Maintenance Division contact in the absence of the Building Maintenance Superintendent.
13. Perform related duties and responsibilities as required.
14. Assist in the formulation and/or analysis of Building Condition Index (BCI) or Property Condition Assessment (PCA) for all Village owned buildings for the purposes of budgeting and prioritizing projects and needed repairs.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a building maintenance program. Principles of supervision and training.
- Methods and techniques of building maintenance and repair.
- Operational characteristics of maintenance and repair equipment and tools. Occupational hazards and safety practices.
- Methods and techniques of plumbing, electrical, structural, heating and cooling system repair.

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- Principles and procedures of record keeping and budgeting.
- Modern office procedures and methods; computer operation of Microsoft Office products including Word, Excel spreadsheets, Email and Building Maintenance software applications.

Ability to:

- Prioritize work to mitigate interruption of services and minimize disruption of departments requiring maintenance services.
- Assign work and monitor progress of work.
- Provide technical assistance to maintenance staff on assignments of complex maintenance and/or repair.
- Effectively and safely utilize standard tools for limited general maintenance and repair.
- Read and interpret blueprints.
- Communicate effectively, both orally and in writing.
- Prepare specifications for contractual services and the procurement of building supplies.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain reasonable and predictable attendance

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

- *Walking or standing for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned equipment and vehicles.*

Experience and Training Guidelines



BUILDING MAINTENANCE CONTRACT COORDINATOR

Experience: Four years of continuous experience in general building maintenance, building construction or a related field. Requires extensive knowledge of the materials, tools and procedures utilized in building maintenance and repair. Extensive knowledge of building electrical wiring and plumbing repair. Knowledge of building construction and operational systems. AND

Training: Equivalent to the completion of the twelfth grade.

Licenses and Certificates: Possession of an appropriate, or the ability to obtain within six months, valid CDL driver's license. Possession of appropriate licensing as a Sanitary Engineer and Refrigerant Handling Certification preferred but not required.

WORKING CONDITIONS

Travel from site to site; some exposure to dust and noise; exposure to hot, cold, wet, humid, or windy conditions, caused by the weather; some heavy lifting, standing, climbing; may work at heights.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.