

SNOHOMISH COUNTY JOB DESCRIPTION

FACILITY MAINTENANCE COORDINATOR - CORRECTIONS

Spec No 8017

BASIC FUNCTION

To plan, schedule, and supervise the work of employees engaged in the full range of maintenance on a variety of buildings housing 24 hour operations of a Modern Correctional facility including: security programs, housing, plumbing, medical units, kitchen, elevator systems, including minor and intermediate level of construction and remodel projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintain an inhabitable environment in compliance with state laws, county ordinance and court rulings regarding the conditions in which persons can be confined.
2. Schedules and coordinates the maintenance, repair and remodel of corrections buildings, determines work priorities and prepares, schedules for maintenance and support workers. Orders and controls equipment and material and supplies. Coordinates with department divisions as necessary to complete maintenance projects.
3. Plans, schedules, supervise, and evaluate the performance of subordinate employees; provides instruction and training as necessary. Participates in personnel actions, including hiring, discipline of subordinate staff.
4. Monitors and inspects work in progress; ensures compliance with applicable codes, regulations and instructions; resolves construction and maintenance problems; enforces environmental, and safety rules and regulations.
5. Develops, recommends and implements facility and equipment preventative maintenance plans and programs. Reviews and evaluates work methods and procedures to insure safe working conditions and efficient operations.
6. Maintains key and lock inventory; inventory of tools; and logs reflecting inventory control and other necessary records and required reports.
7. Participates in the development of the departmental budget; manages employee/customer quality control program.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Five (5) years of experience performing a variety of building and grounds maintenance and repair work, including the operating of a variety of medium motorized construction and maintenance equipment; experience dealing with elevator, HVAC systems; experience working in a major hospital, hotel, or correctional, or similar twenty-four hour, seven day a week work environment. Prior supervisory experience; electrician's license or plumber's license, or heating and air conditioning license preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington driver's license is required for employment.

A valid First Aid Card is required within six (6) months of employment.

A job offer will be conditioned on satisfactory results of a post offer medical examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory skills and quality management
- standard methods, techniques, tools, materials, and equipment used in all phases of construction, maintenance, and repair work
- carpentry, electrical and mechanical, HVAC plumbing, hydraulic, and elevator systems
- relevant and special codes and standards applicable to corrections facilities, including building, mechanical, electrical, fire, and safety codes and ordinances
- preventative maintenance methods and procedures
- inventory control methods and systems
- safety and security issues surrounding a correctional facility including, key control, methodology and control systems
- occupational hazards, hazardous materials and safety rules and regulations
- WISHA rules and regulations
- word processing and data processing and other computer applications
- security systems including CCTV and automatic entry devices
- oversight of subcontractors performing construction and remodel oversight

Ability to:

- organize and manage diverse work force
- ensure quality workmanship, timely completion of work in progress and customer satisfaction
- motivate personnel and promote a teamwork atmosphere with in the department
- work closely with other divisions to promote smooth completion of routine and project maintenance

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- manage a variety of projects and programs under dynamic conditions while maintaining budget constraints
- read, interpret, and work with blue prints, architects sketches and work orders
- perform skilled work in a multitude of building, construction, electrical and mechanical trade areas
- skillfully utilize a variety of hand and power tools
- develop and manage key control and security systems
- develop and manage tool control systems
- analyze and correct a variety of construction, maintenance and general repair problems

PHYSICAL EFFORT

The work may involve occasional manual labor tasks and/or the operation of a variety of construction and maintenance equipment, as necessary.

SUPERVISION

The employee reports to and receives general direction from an administrative superior, as assigned. The work requires considerable independent judgment by the employee who has considerable latitude in scheduling and assigning work to subordinate employees. The work is reviewed through status reports and results obtained.

WORKING CONDITIONS

The work is performed at a variety of work sites including outdoors in a 24 hour a day seven day a week maximum and minimum security correctional setting, and involves exposure to a variety of hazardous working conditions. Administrative work is usually done in an office environment. Employee may be on-call to respond to emergency conditions occurring after normal work hours and required working evenings, weekends, and holidays, as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1982

Revised and Retitled: September 1998 from Facility Maintenance Supervisor-Corrections

Revised: November 1983, September 1995

EEO Category: 8 - Service Maintenance

Pay Grade: 241 - Corrections Supervisor Pay Plan

Workers Comp: 1501 Hazardous