

IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

BUILDING MAINTENANCE COORDINATOR**GENERAL STATEMENT OF DUTIES:**

Under general direction, performs a complete range of buildings and grounds maintenance and repair, power plant operations, security, and fire protection for district properties. May oversee the work, of one or more Maintenance Technicians and/or clients or residents in the accomplishment of these duties. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform a broad range of maintenance tasks that may range from routine to complex in scope. This class has additional responsibilities for planning projects, making basic calculations and/or drawings, conferring with sales representatives or contractors, and maintenance of fire safety systems and evacuation procedures.

EXAMPLES OF WORK: (illustrative only)

Develops a preventative maintenance program for facilities and equipment.

Confers with District management staff on proposals for remodeling or repairing structures. Develops preliminary plans, specifications, and cost estimates. Requisitions materials, supplies, and equipment required to complete projects.

Confers with sales representatives and evaluates new or different products utilized in operational programs. Recommends the purchase of new or different products based on efficiency and economy considerations.

Inspects premises to determine compliance with Occupational Safety and Health Rules and Regulations; recommends changes and prepares required reports.

Operates, maintains, repairs or modifies electrical and security systems, water treatment and distribution systems, and heating and cooling systems.

Performs electrical work on air conditioning, motor generator units, and compressors. Overhauls and repairs motors as needed.

Performs repairs, remodeling, and preventative maintenance, to include roofing, window repair, dry walling, concrete finish work, installation and repair of floors, painting, etc.

Operates equipment such as tractors, small snow removal equipment, sprayers, mowers, etc., to landscape and maintain the grounds.

Performs minor automotive maintenance and repair.

Services and repairs commercial appliances such as grills, fryers, ovens, washers, dryers, dishwashers, etc.

Monitors the work of contract labor, Maintenance Technicians, or residents.

Maintains and monitors use of tool control system to prevent loss of, or misappropriation of, tools and equipment.

Prepares and maintains records of activities as required.

Adopted July 1, 1990
Revised January 1993; Revised March 1997

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DESIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of carpentry, painting, electrical, heating, plumbing, refrigeration, and related building trades work.

Knowledge of boiler plant operations including feed water treatment, distribution, lubrication, heat transmission and radiation.

Knowledge of state and federal Occupational Safety and Health rules and regulations as related to plant safety.

Knowledge of fire prevention methods and fire-fighting techniques.

Ability to inspect utility systems, buildings, equipment and grounds for effective and economical operations and to recommend corrective action.

Ability to analyze operating costs.

Ability to read and interpret blueprints, diagrams and drawings.

Ability to perform the essential functions of the position.

REQUIRED EXPERIENCE AND TRAINING:

The equivalent of five years of full-time skilled trades experience in the construction, maintenance and repair of residential and commercial buildings or the operation, maintenance and repair of commercial equipment for the production of power, heat and refrigeration; or

Completion of a post-high school vocational program in building trades or related fields, i.e., heat, electrical, refrigeration; or

An equivalent combination of experience and training which provides the required five years.

NECESSARY SPECIAL REQUIREMENT:

Ability to travel to various work sites, possession of, or ability to obtain, a valid driver's license, and ability to be insured under the district's auto insurance coverage.

Ability to obtain certification for use of refrigerants, as required, based on the duties of the specific position.

ESSENTIAL FUNCTIONS:

Physical exertion required to bend, stoop, stand, push, pull, climb, and lift in order to perform cleaning and maintenance tasks.

Ability to read instructions and label directions and perform basic mathematical calculations and maintain appropriate written records.

Physical health to withstand working outdoors in summer months and winter months while mowing or shoveling snow and performing other outdoor tasks.

Ability to implement safety precautions used in the building trades.

Ability to perform a variety of mechanical and maintenance tasks using the tools required.

Ability to communicate with the offender population, related agency staff, and other involved parties in individual and group settings.