



NOTICE OF POSITION VACANCY

FACILITIES COORDINATOR COUNTY OF KING WILLIAM, VIRGINIA

King William County, Virginia (pop. 16,334) is presently accepting applications with professional resumes and references for the position of Facilities Coordinator. The full Job Description for this position is attached. Salary range of \$38,651 to \$45,000 depending on qualifications and experience.

Completed King William County Application for Employment (downloadable from <http://www.kingwilliamcounty.us/departments-and-services/human-resources/>) along with professional resume and references may be submitted electronically (PDF format only, please) to deputyclerk@kingwilliamcounty.us (Subject Line: Application-Facilities Coordinator) or by mail to: County of King William, Virginia, 180 Horse Landing Road #4, King William, VA 23086 - ATTN: Ms. Olivia Schools. Applications accepted until position filled. King William County is an Equal Opportunity Employer.

**KING WILLIAM COUNTY
FACILITIES COORDINATOR
MAINTENANCE DIVISION**

**Salary Range: \$38,651 - \$45,000
Page Grade: N18**

GENERAL DESCRIPTION:

This is an administrative, non-supervisory position. The employee performs complex tasks for the Maintenance Division and coordinates employee assignments and schedules. In addition, the position provides recordkeeping and report support for the Utilities Division.

The Facilities Coordinator is a position within the Maintenance Division and reports to the County Administrator.

ESSENTIAL FUNCTIONS:

- Coordinates with the Maintenance Division staff on daily assignments, following up to ensure completion, and communicating status updates to departments.
- Maintains a daily log of requests received, costs associated with the task, and final status update/notes.
- Coordinates maintenance of County facilities utilizing department, county or contracted resources.
- Responsible for surplus furniture/equipment and selling surplus vehicles/equipment as requested. Coordinates pick up of sold items.
- Responsible for County asset inventory system, annual inventory audit and tracking and updating system.
- Develops and coordinates Maintenance Division employee's safety training program. Tracks courses, completion and ensures documentation is provided to the Payroll Benefits Specialist.
- Establishes methods for improving facility management including writing and implementing relevant policies and procedures.
- Perform quarterly inspections of all County facilities to document maintenance needs to be addressed with staff, prioritize future recommendations for improvements and inspects for general cleanliness.
- Maintains department contracts with various vendors including but not limited to fire prevention and inspection, HVAC preventative maintenance, septic system maintenance, generator maintenance, etc.
- Develops RFP's and IFB's in partnership with Finance Department staff and submits to the Finance Department staff for publication and posting. Responsible for coordinating and attending pre-bid meetings, attending award openings, and participating in evaluation committees for award.

- Responsible for issues Notice of Award to contractors/service providers, finalizing contracts and distributing to the Finance Department.
- Responsible for monitoring contract performance and approves invoices prior to submittal to the Finance Department.
- Responsible for seeking all quotes under \$10,000 with the assistance of the Maintenance Division staff and submitting documentation to the Finance Department to issue purchase orders.
- Reconciles fleet, Maintenance Division, and Utilities Division vehicle fuel receipts prior to turning into Finance Department.
- Reconciles procurement card purchases on a monthly basis prior to turning into the Finance Department.
- Serves as the main point of contact for County staff concerning maintenance needs.
- Coordinates the Litter Prevention Program. Distributes litter pickup materials such as picks and bags, tracks activities, and prepares and submits annual report due to VDH.
- Prepares monthly, quarterly and annual reports for management as required.
- Collects and submits leave slips and reviews and submits timesheets for Maintenance Division staff to Finance Department in a timely manner.
- Provides excellent customer service to internal departments and service providers.
- Supports the Utilities Division in generating reports as requested for internal departments and oversight agencies.
- Manages fleet (three County use vehicles) and Maintenance Division vehicles. Ensure recalls are addressed, service is up-to-date and inspections are current.
- Act as liaison with insurance provider for all claims. Reviews and updates on an annual basis insurance coverage for equipment, vehicles and buildings. Provides updates to Finance Department.
- Liaison with custodial contractor ensuring compliance with contract.
- Additional responsibilities and special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of procurement, report development, and office procedures. Knowledge of general practices of facilities management and implementing programs providing services to customers. Ability to operate general office equipment, including computers; ability to communicate clearly and concisely, both orally and in writing; ability to establish effective working relationships with those contacted in the course of work including the general public.

EDUCATION AND EXPERIENCE:

Prefer Associates degree with at least two (2) years related experience – OR- any equivalent combination of education, experience and/or training sufficient to denote the knowledge, skills and abilities is acceptable.