



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
FACILITIES COORDINATOR

Pay Grade: 57 Salary Range: \$17.87 to \$25.02 per hour DOE/Q
New employees usually start at beginning level of pay range.
FLSA Status: Non-exempt (eligible for over time)

EXPERIENCE: High School diploma or equivalent required. Experience equivalent to three (3) years full time custodial or facilities related work. Must have a minimum two (2) years supervisory experience in a facilities maintenance environment.

REQUIREMENTS: Must be able to work evenings and weekends as necessary and in potentially adverse weather conditions; must pass extensive police background, polygraph, criminal fingerprint and pre-employment drug screen; must possess valid Arizona driver's license with clean driving record.

TASKS: Leads crew of custodians in maintaining and cleaning the City of Prescott's buildings, Parking Garage and facilities to ensure cleanliness and sanitation standards are met; determines crew assignments and trains staff on duties, safe handling and use of cleaning chemicals, safety practices and custodial methods; verifies time sheets and attendance records and evaluates employee performance, schedules leaves of absence and coverage; maintains inventory and monitors supply usages for budget compliance; orders, receives, stocks and distributes supplies and equipment; assists with planning, scheduling, and/or performing preventive maintenance and repair of custodial equipment and trains employees on equipment maintenance and usage; conducts inspections on various City buildings and facilities; identifies and reports maintenance needs such as plumbing, electrical, heating, cooling, etc., and reports and advises for resolution; responds to on-site inquiries from City employees and resolves custodial service requests and complaints; responsible for operation and care of floor cleaners, buffing machines, mop wringers, floor stripping materials, waxes and equipment related to a variety of flooring and carpet care; performs all work in a safe manner and in accordance with City safety policies and procedures; responsible for training staff on safety and for reporting and resolving any unsafe activity; assists in maintaining security of City buildings; locks and unlocks buildings and offices as appropriate; responsible for staffing, collection and reconciliation of fees at the City Parking Garage for special event "fee days".

KNOWLEDGE of facility maintenance safety procedures; chemicals used in cleaning and corresponding Material Safety Data Sheets (MSDS); materials and equipment used in custodial maintenance (e.g., vacuums, mops, brooms, floor strippers, waxers, ladders, shampooing machines); personnel principles and practices. **SKILL** in following oral and written instructions; small appliance and mechanical aptitude and troubleshooting and repair; resolving day-to-day issues involving staff, equipment, materials, methods, and procedures needed to complete projects; operating and working around moving equipment; following safety practices and recognizing hazards; utilizing public relations techniques in responding to inquiries and complaints. **ABILITY** to use discretion and confidentiality in dealing with personnel and City business; establishing and maintaining effective working relationships with custodial staff, City employees, and other State, Federal, and elected officials.

Physical Requirements: Sufficient to effectively and safely perform required duties. Must have the ability to lift, push, pull and carry 75 pounds up and down stairs without assistance. **Hearing and Speaking and Mental ability:** Sufficient to effectively and safely perform required duties. Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Application must be received by 5:00 p.m. on April 13, 2012

Send application/resume to:

City of Prescott, Human Resources Office, 201 South Cortez Street, Prescott AZ 86303
928-777-1315 928-777-1347 800-748-6205 TDD 928-777-1100 Fax 928-777-1213

Visit our website at: www.cityofprescott.net Posted March 30, 2012

Stephanie Miller, Field and Facilities Director

Mary Jacobsen, Human Resources Director

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; employee health and life insurance; retirement benefits; Deferred compensation plan; Social Security benefits; other optional benefits. PROBATION: each employee must satisfactorily serve an established probationary period. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.