



Facilities Services Coordinator

Class Code:
4917

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Sep 7, 2009
Revision Date: June 22, 2023

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION:

Under direction, to provide project management, coordination, liaison, inspection and contract administration for the design, construction, maintenance and modification of Court facilities and structures; to serve as the primary point of contact for customers, contractors, and stakeholders while managing all phases of a project including budget, scheduling, controls and client relations; assists with facility operations and maintenance program in all court facilities throughout the county, when needed; and performs other related duties as assigned.

DISTINGUISHING FEATURES:

The Facilities Services Coordinator is a professional-level class that reports to the Facilities Manager and is responsible for the direction and coordination of a team of service providers related to a particular project. Incumbents in this class understand how to structure a team, schedule the work, establish the budget, negotiate the project requirements and scope with the end user, and oversee and report project progress. The Facilities Services Coordinator is responsible for one or more small and/or moderate sized projects and may be responsible for some part of a single larger project under direction. Incumbents in this class may perform facility maintenance and operations work. This class is distinguished from the lower-level class of Facilities Specialist in that the latter is paraprofessional whereas this class is a professional level class.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Oversees the resolution of a wide variety of building and facilities-related problems and

concerns, including issues involving: carpet, paint, electrical, HVAC, ceiling, lighting, vents, doors, hinges, swing gages, plumbing, signage, and furniture; consults with management, judicial officers, and court operations staff to assess and troubleshoot immediate, short-term, and long-term facilities related issues; prioritizes projects under purview, evaluates proposed solutions to facilities-related issue and problems, and determines the best course of action for their resolution; provides building/facilities advisory and coordination assistance, as needed, to assist staff from the Judicial Council and/or other Court divisions (e.g. Office of Information Technology, Human Resources, and other functional areas) with resolving issues and completing projects.

2. Participates in the coordination and preparation of architectural design work, including developing program requirements, procurement of consulting architects and engineers, preparation of functional and space programs for building projects, production of plan layouts, schematic, preliminary plans, working drawings, specifications, and cost estimates and associated project approvals within and outside the Court.
3. Confers with State and County departments to establish building and space requirements; participates in the preparation of feasibility studies and reports; advises on feasibility of projects; makes recommendations based on findings; and maintains ongoing communications with customers.
4. Defines project goals and objectives; under direction, develops project scope, budget, funding and schedule; and finalizes cost estimates.
5. Manages projects from planning through construction phase and warranty period. Tracks and monitors all project activities; inspects or reviews work under construction to make sure that new construction and alteration work being performed by contractors complies with plans, specifications and codes.
6. Oversees the bid, proposal, and purchase recommendation process for projects including solicitation and review of proposals.
7. Administers contracts and manages consultants or contractors. Evaluates performance of contractors and assists in development of contracts and specifications.
8. Assures that project program and conceptual design meet code requirements, architectural standards, the State's needs, and are compatible with master plans.
10. Prepares budget reports and cost control analyses; responsible for keeping projects within approved budgets and on their approved schedule; analyzes claims and recommends approval of consultant and/or contractor payment.
11. Regularly reports project status to Senior Management and customers regarding status and issues; and manages customer satisfaction.
12. Coordinates and monitors repair or maintenance work being performed by vendors to determine if Court's needs have been met; answers questions regarding repair and/or maintenance work.

13. Travels to various court locations on a regular basis to plan, oversee, or execute any planned or non-planned facilities modifications, projects, or repairs.

14. Responsible for maintaining and developing positive working relationships with internal customers and external contractors/vendors, and county, state and local agencies.

15. Oversees building access and security, including card access program and facility security systems, including ensuring operations of access systems, activating and deactivating access cards, creating reports on activities, and resolving issues as they arise.

16. Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes, reviews with appropriate management staff and implements improvements.

17. Assists with facility operations and maintenance program including, the coordination of facilities maintenance, repairs, facilities renovation, moves, salvage, and routine and major maintenance of Court buildings.

18. May supervise, direct, review, and train staff.

19. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university in architecture, civil, construction management, engineering (civil, structural, mechanical or electrical) or a closely related field.

And

Experience:

The equivalent to three years of full-time, progressively responsible experience in facilities maintenance, construction, design management, architecture, project management or related fields.

Additional qualifying full-time experience described may substitute for the required education on a year-for-year basis. One year (2,080 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of cost estimating and cost control techniques; methods and practices of budget preparation and management; government purchasing and bidding policies, practices and procedures; professional services contracting; computer technology, including project management systems and software; principles and practices of architectural design; state and local codes pertaining to judicial branch facilities; materials and methods used in building construction projects; safe work practices; planning principles related to environmental law, zoning and development; key issues of public safety and procedural laws related to abatement and handling of asbestos and other hazardous materials; structural, mechanical and electrical engineering as related to buildings.

Ability to communicate effectively and present information both orally, and in writing, with both technical and non-technical audiences; demonstrate a strong customer service orientation and a commitment to innovation and creative problem solving; establish and maintain cooperative working relationships with a diverse group of people; prepare and deliver effective presentations to executive management, the public and a variety of audiences; write clear, concise reports and technical descriptions; plan, organize, and coordinate a variety of programs and services; plan, organize and implement projects; plan, manage, and deliver multiple projects; analyze problems, develop effective solutions and prepare cost estimates; organize and coordinate the various elements of a major project; manage the work of project consultants and staff working on a project; adapt to changing priorities; organize own work, set priorities and meet critical schedules and deadlines; evaluate the work of consultants, contractors and others; keep abreast of current technology trends and developments in the field of architecture; work effectively independently and as a member of a team; exercise sound independent judgment within general policy guidelines; use standard business computer applications; coordinate with consultants in design and construction projects; detect errors and discrepancies in contract plans and specifications; use computer-aided drafting programs, such as AutoCAD, to do architectural design; create and produce project and technical documentation; recommend and implement policies and procedures; logically conceptualize and/or analyze user requirements, including evaluating user requirements and finding creative application solutions that consider short and long-term user needs and systems interdependencies; advanced critical thinking and problem-solving skills for fixing minor maintenance issues; handle tools and equipment to perform minor maintenance repairs.

CLASSIFICATION HISTORY:

Date established: 9/07 CW/cw

Revised 10/15 YT

Revised 06/23 CE