

BUILDING MAINTENANCE COORDINATOR - 287

DEFINITION OF WORK

Under immediate supervision, performs technical work in supervising the general maintenance of the Coliseum building and grounds; does related work as required.

EXAMPLES OF WORK

Makes periodic inspections of buildings to determine if custodial work is being performed satisfactorily and whether repair work is needed; assigns and supervises setting up facilities to accommodate a variety of exhibitions, theatrical shows, sports events and conventions; supervises adjacent lawn and grounds maintenance; performs preventive maintenance work as necessary on equipment; orders a variety of materials and supplies; keeps an inventory of supplies and materials; maintains adequate security measures; maintains records and prepares reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma and two years of experience in general building and grounds maintenance activities.

Knowledge, Skills and Abilities: Knowledge of modern building maintenance principles and practices including custodial work, operation and maintenance of building equipment; ability to plan and supervise the work of semi-skilled and unskilled employees; ability to maintain records and make reports; ability to investigate and handle complaints effectively; ability to establish and maintain effective relations with other City officials; ability to keep records.

