

**BOARDMAN TOWNSHIP**  
 An Equal Opportunity Employer  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Facilities Coordinator	<b>Name of Incumbent:</b>	
<b>Office/Division:</b>	Administration	<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	Township Administrator	<b>FLSA Status:</b>	Non-Exempt

**QUALIFICATIONS (An Example of Acceptable Qualifications):**

High school or GED equivalent, supplemented by knowledge of maintenance work or any combination of relevant education or experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must possess a valid State of Ohio driver’s license, plus must be able to qualify for and remain insurable in accordance with the Township’s vehicle insurance policy.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\*Indicates Developed After Employment)**

**Knowledge of:** Township goals and objectives;\* Township policies and procedures;\* facilities management, safety practices and procedures; general construction maintenance and repair; construction techniques, general electrical, plumbing and boiler maintenance.

**Skill in:** use of office equipment; light equipment operation; use of bench and/or hand tools; construction techniques; plumbing; HVAC work; electrical wiring installation and repair; use and operation of buffer and other custodial and maintenance equipment; motor vehicle operation.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with variety of variables within somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; travel to and gain access to work site; develop and maintain effective working relationships; determine material and equipment needs; complete routine forms; respond to routine inquiries from public and/or officials; communicate effectively; assist as needed in maintenance and repair of equipment and systems contained in township facilities; to work in physically difficult and rigorous conditions, including harsh temperatures and weather; to lift and carry objects weighing up to 50 pounds.

**ESSENTIAL FUNCTIONS OF THE POSITION (For purposes of 42 USC 12101)**

1. Under the general supervision of the Township Administrator, responsible for the ongoing maintenance of building, grounds, and agency property for all Township building locations; serves the agency in 24-hour on-call status; coordinates lawn services, snow removal, and other outdoor maintenance; performs daily routine manual work in the maintenance, sanitation, cleaning, and servicing of the building and grounds; coordinates construction/renovation of the facilities; provides oversight for the ordering of furniture, cubicles, and office equipment; oversees the maintenance of office equipment including copy

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machines; and assures the smooth operation of agency security at all locations.

2. Monitors construction projects and related contracts; maintains contracts for waste management, pest control, shredder machines, and vending machines; maintains contracts for agency equipment, including copiers and printers; maintains contact with service providers to ensure the agency equipment is expediently kept in good working condition; and coordinates with the Fiscal Office in obtaining bids and contracts for the purchase of office furniture and equipment.
3. Assists with the selection of outside vendors and contractors providing repairs or specialized services Requests, receives and approves project quotes. Responsible for project planning, scheduling and overall management of outside vendor contracts. Inspects completed projects to ensure quality control and regulatory compliance.
4. Identifies and corrects safety hazards according to Ohio OSHA standards; is the primary management representative of the agency safety committee; attends meetings and conferences regarding safety issues and OSHA compliance; responsible for security systems and security measures for the agency at all locations; monitors the contract for law enforcement services at the agency; and ensures all building inspections are conducted and updated as necessary.
5. Provides oversight of agency custodians and maintenance worker; and provides oversight and assistance in the sweeping, mopping, waxing, buffing of floors, and the sanitizing of restrooms.
6. Assists maintenance worker with performance of building repairs and maintenance, maintenance of plumbing system, routine maintenance of electrical system and maintenance of Air Handler and Boiler. Ensures that repairs and installations are carried out in a timely fashion and coordinates the set-up of meeting rooms and conference arrangements.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned.

**EQUIPMENT OPERATED (The Following Are Examples Only and Are Not Intended To Be All Inclusive)**

General cleaning supplies such as broom, vacuum, mop, duster, ladder and floor buffer; lawn mower, edger, blower, weed whacker, snow blower, snow shovel; various carpentry, plumbing and electrical tools.

