

**CLASS TITLE: ASSISTANT STATE BUILDING
AND GROUNDS COORDINATOR**

**Class Code: 02546400
Pay Grade: 30A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in planning, coordinating and directing a comprehensive program of operation, maintenance, repair and construction to the buildings, grounds and facilities and to assign, supervise and inspect the work of personnel and vendors under the jurisdiction of the Division of Facilities Management; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgment; work is subject to occasional review through meetings and written reports.

SUPERVISION EXERCISED: Assists in planning, assigning, coordinating, monitoring and reviewing the work of a staff and vendors engaged in building operation, inspection and maintenance activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in coordinating and directing a staff engaged in a program of maintenance, repair and construction to the building and grounds garages, fuel depots and other facilities under the jurisdiction of the Division of Facilities Management.

To assist in assigning, coordinating, supervising and reviewing the work of inspection and maintenance staff.

To evaluate projects and estimate time and materials required to complete projects and to monitor such activities to assure timeliness and work quality.

To assist in planning and implementing maintenance improvements and the upkeep of buildings under the jurisdiction of the division.

To assist in planning and executing a comprehensive maintenance program on boilers and HVAC systems in buildings under the jurisdiction of the division.

To assist in inspecting facilities for compliance with health and safety codes (i.e. fire alarm, fire extinguishers, elevators, boilers, etc.) and verifying all inspections and certificates, as well as, insuring reports are up to date and maintaining accurate records of such.

To assist in responding to and inspecting indoor air quality concerns or complaints and coordinating necessary action to resolve such issues.

To assist in planning and monitoring building security and maintaining security systems and procedures as required.

To assist in planning, implementing and monitoring building energy management and conservation programs. To assist in requisitioning tools, equipment and supplies.

To assist in inspecting completed work of vendors and contractors for conformance to specifications and standards.

To assist in inspecting work performed under building service contracts.

To assist in inspecting work of skilled trades personnel involved in building repair and maintenance.

To compile data for use in work plans or preparation of reports.

To provide information pertaining to building contract payments, requisitions, purchase orders and invoices to assist staff engaged in fiscal and clerical work related to building and grounds maintenance and repair.

To prepare simple specifications and drawings for repair and renovation projects.

To prepare specifications, and work scopes for facilities operations and maintenance services.

- To review and approve payments.
- To operate computer base facility and energy management systems.
- To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the techniques, materials and equipment used in the operation, maintenance and repair of buildings; a thorough knowledge of materials and equipment required for each project and the ability to apply such knowledge in evaluating the project's timeliness and conformity; the ability to interpret and apply construction plans, contracts and specifications; a familiarity with fire, health and safety standards and codes; the ability to prepare simple specifications; the ability to assign, coordinate and review the work of subordinate staff; the ability to compile data and maintain records of repairs and renovations; the ability to prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a position responsible for building maintenance and repair work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

1. At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate; **and**
2. Must possess and maintain a valid Rhode Island driver's license as a condition of employment.

Class Revised: February 20, 2005