

**CLASS TITLE:**

**STATE BUILDING AND  
GROUNDS COORDINATOR  
(CORRECTIONS)**

**Class Code: 02546300**

**Pay Grade: 34A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Correctional Division, to manage and direct comprehensive maintenance, repair and construction programs. To supervise the work of staff and institutional inmates, to carry-out preventive maintenance and construction programs/ projects within all facilities, and formulate plan-of-action reports and cost estimation on each project. To do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgment; work is reviewed for conformance to department, local and state regulations, policies and standards; work must comply with bonding provisions, and all regulations and codes of the Health Department, Fire Safety, and Building Code Commission.

**SUPERVISION EXERCISED:** Plans and coordinates, assigns and reviews the work of maintenance and skilled trades workers; supervises and inspects the work of contractors employed by the department for construction and maintenance work.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To manage and direct a comprehensive maintenance, repair and construction programs, and personnel and operation services, which encompasses facilities occupied by D.O.A. programs.

To be responsible for the work, or a staff engaged in the inspection of vendor's and contractor's work to insure conformance to plans, specifications, contracts and codes.

To be responsible for maintenance improvements and the upkeep of buildings under the jurisdiction of the division.

To be responsible for a comprehensive maintenance program on boilers and HVAC systems in buildings under the jurisdiction of the division.

To review and approve building operations service contracts.

To consult with appropriate divisional personnel for clarification and approval of vouchers, requisitions, purchase orders and contract payments.

To assist appropriate divisional personnel in the preparation of a Capital Development Program regarding renovations, construction and maintenance repairs.

To prepare a yearly program of scheduled projects and activities.

To prepare cost estimates of maintenance and repair projects to comply with budgetary allotments.

To compile data to prepare reports of completed work.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the techniques, materials and equipment used in the maintenance and repair of buildings; a working knowledge of construction plans and specifications; a working knowledge of fire and safety standards and codes; the ability to plan, coordinate and review the work of others; the ability to deal effectively with vendors and contractors; the ability to maintain records of renovations and repairs; the ability to make complex tabulations and arithmetic computations; the ability to prepare oral and written reports; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited college with an associates degree in technical studies, and/or

Experience: Such as may have been gained through: employment in a position responsible for the inspection of building construction and materials requiring the maintenance of fiscal and clerical records.

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

Class Created: November 19, 2000

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