

CLASS TITLE:

**STATE BUILDING
AND GROUNDS COORDINATOR**

**Class Code: 02546500
Pay Grade: 32A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate and direct a comprehensive facilities operations, maintenance, repair and construction program and assign, supervise and inspect the work of personnel and vendors under the jurisdiction of the Division of Facilities Management including buildings, grounds, garages, fuel depots and any other facility; and to do related work as required.

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

SUPERVISION EXERCISED: Plans, assigns, monitors, reviews, and inspects the work of personnel and vendors.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate and direct a comprehensive facilities operations, maintenance, repair and construction program for personnel and facilities under the jurisdiction of the Division of Facilities Management including buildings, grounds, garages, fuel depots and any other facility.

To be responsible for coordinating and supervising the work of a staff engaged in the inspection of vendors' and contractors' work to insure conformance to plans, specifications, contracts and codes.

To evaluate projects, develop detailed work orders and estimate time and materials required to complete projects and to monitor such activities to assure timeliness and work quality and prepare written reports thereon.

To conduct inspections of the work of division personnel and vendors and prepare written reports thereon.

To be responsible for planning and implementing maintenance improvements and the upkeep of buildings, fuel depots and other facilities under the jurisdiction of the division.

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

To inspect facilities for compliance with health and safety codes (i.e. fire alarm, fire extinguishers, elevators, boilers, etc.) and verify all inspections certificates, and reports are up to date and to maintain accurate records of such.

To inspect facilities for compliance with applicable EPA regulations.

To respond to and inspect indoor air quality concerns or complaints and coordinate necessary action to resolve such issues.

To formulate, review and approve building and facilities operational service contracts.

To plan and monitor building and facilities security and maintain security systems and procedures as required.

To plan, implement and monitor building energy management and conservation programs.

To formulate vouchers, requisitions, purchase orders and contract payments.

To assist appropriate divisional personnel in the preparation of a Capitol 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 prepare specifications and work scopes for facilities operations and maintenance services.

To compile data to prepare reports of completed work and to make recommendations as appropriate.

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 maintenance and repair of buildings, fuel depots and other facilities; 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; a working knowledge of construction plans and specifications; a working knowledge of fire, safety and health standards and codes; the ability to plan, coordinate and review the work of a subordinate staff; the ability to deal effectively with vendors and contractors; the ability to develop accurate estimates of labor and materials needed for projects; the ability to maintain records of renovations and repairs; the ability to prepare reports and recommendations; 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 responsible supervisory position which involved the coordination and inspection of building construction, maintenance and repair, and operations activities including 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.

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