

○

## **Building Services Coordinator**

**Job Description:** The Building Services Coordinator is responsible for planning, organizing, coordinating and evaluating activities associated with building services. The coordinator interacts with both internal stakeholders and external contractors to ensure optimal efficiency.

### **Job Responsibilities**

- Conduct daily walkthroughs of the structure, roof and the grounds addressing any immediate needs.
- Manage the day-to-day operations of facilities, including office spaces, conference rooms, locker rooms, classrooms, gymnasium spaces, eating spaces and outdoor spaces
- Ensure HVAC equipment is running properly by utilizing system software and walking mechanical spaces
- Schedule preventive maintenance services to maintain air handlers, chillers, boilers, etc.
- Be the main facilities contact for building projects and renovations
- Schedule and run meetings to coordinate upcoming large building improvement/management projects
- Ensure projects meet standards and punch list items are completed in timely manner
- Identify potential issues within the facility and work with outside contractors to resolve the issues along with coordinating with construction site superintendents during projects to maintain a safe environment Identify ways to be cost effective to remain within the scope of the budget
- Maintain and operate equipment needed for facility operations including scissor lift, riding scrubber, riding sweeper and floor buffers
- Possess the ability to manage several projects occurring at the same time
- Communicate with staff members to develop a plan on how to provide the best facility for the student and guests
- Utilize general carpentry, mechanical and manual skills to make enhancements to the facility
- Create and conduct orientation program for new employees
- Manage inventory building maintenance materials and supplies within each building, obtaining additional materials when necessary
- Work proficiently with Google Workspace applications (GoogleDocs, GoogleSheets, Gmail)
- Complete annual audits
- Provide guidance in Projects related to HVAC, Plumbing, Electrical and Renovations of facilities
- Serve as the point of contact for daily facilities-related work.
- Coordinate and direct contractors
- Coordinate all preventive and emergency maintenance of building systems and equipment
- Manage maintenance services between custodial staff and outside contractors and building occupants
- Primary Responder- Possess the technical experience to effectively do damage assessment and coordinate a repair plan. Provide institutional knowledge of the facility to first responders. Expedite the repair process, minimizing downtime and cost.

**Job Location:** Metro Schools- 1929 Kenny Rd. (Primary work location will at 420 E. 19<sup>th</sup> Avenue Columbus, Ohio 43201

**Contracted Days:** 260 Contracted Days

### **Compensation Range :**

\$26.00- \$30.00 per hour based on experience