

Mocse Federal Credit Union

POSITION TITLE: Facilities Coordinator
DEPARTMENT: Facilities
REPORTS TO: VP of Administration
CLASSIFICATION: Non-Exempt
GRADE: 10
SUPERVISES: None

POSITION PURPOSE

Responsible for developing, recommending, implementing, and overseeing the coordination of facilities maintenance for the credit union. Schedules special on-site/off-site projects for facility maintenance. Works with executive management to create and manage a facilities management plan including improvement and maintenance projects including but not limited to oversight of property vandalism and regulatory agencies while filing police reports and bond claims as needed. Ensures that the credit union's professional reputation and brand are projected and maintained.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assumes responsibility for the accurate and timely performance of facilities maintenance, and facilities vendor management functions and supports record storage and retention.

- a. Create and/or collaborate on the maintenance of all buildings ensuring all aspects of the organization are functioning while evaluating and recommending vendors for facility maintenance projects.
- b. Oversees contracts, insurance documents, and risk management of vendors providing facilities maintenance and services.
- c. Review and maintain vendor lease and rental agreements.
- d. Coordination of Vendors and services including document shredding and storage, record storage and retention, floor mats, garbage, elevator, fire systems, & backflow testing, water filtration, and delivery, office supplies/furniture, courier/mail services, landscaping, plumbing, pest control, appliance/building repairs, locksmith, HVAC, recycling, copier and fax, window washing, lighting and electrical maintenance parking lot maintenance, repair, and sweeping.
- e. Assists the Vice President of Administration with short and long-term goals and objectives.
- f. Performs administration of the overall department by preparing and maintaining schedules, logs, and records.
- g. Make recommendations for purchases for facility-related equipment, tools, and supplies.
- h. Maintains the inventory of all equipment, tools, and supplies.

2. Assumes responsibility for establishing and maintaining effective communication and working relationships with credit union personnel, vendors, and management.

- a. Develop recommendations for cost efficiencies based on information gathered on utility bills, equipment repair costs, and service contracts. Completes required reports, records, and related documents accurately and promptly.
- b. Assists and supports credit union personnel with facility needs. Coordinates functions with other departments and branches. Responds to questions and information requests.
- c. Keeps executive management informed of area activities and any significant problems or concerns.
- d. Attends and participates in meetings and committees as required.

3. Assumes responsibility for related duties as required or assigned.

- a. Manages facility maintenance requests.
- b. Stays informed of developments of related legal changes.
- c. Remains on call as needed for assistance with facility problems at credit union facilities involving robberies, bomb threats, alarm problems, etc.
- d. Ensures that the work area is clean, organized, and well-maintained.
- e. Completes special projects as assigned.
- f. Maintain a high service level of public relations with the membership

4. Assumes responsibility for the accurate and timely performance of facilities maintenance, and facilities vendor management functions, and supports record storage and retention.

- a. Create and/or collaborate on the maintenance of the building ensuring all aspects of the organization are functioning while evaluating and recommending vendors for facility maintenance projects.
- b. Oversee contracts, insurance documents, and risk management of vendors providing facilities maintenance and services. Including vendor contract setup and retention.
- c. Review and maintain vendor lease and rental agreements.
- d. Oversee quality control for facilities maintenance.
- e. Oversee branch office supply ordering and approvals. Including replenishment and distribution of supply orders for breakrooms, office supplies, and record storage. Facilitates equipment or supply recycling, and disposal.
- f. Schedule and meet with vendors for facilities maintenance and services.
- g. Maintain supply and common workroom organization and cleanliness.
- h. Coordinate locksmith services for facilities as needed. Completes key inventory and audits.
- i. Organizes credit union documents for record retention and coordinates storage third-party. Manages and maintains record storage documents for correct retention times and destruction.
- j. Ensures mail distribution is completed daily.
- k. Set up and breakdown for meeting rooms, training, and events.

PERFORMANCE MEASUREMENTS

- 1. Facilities functions are well coordinated with other credit union functions and support organizational objectives.
- 2. Facilities maintenance and other functions are conducted in accordance with established Credit Union policies, procedures, and related legal requirements.
- 3. Required documentation and reporting are accurate, complete, and timely.
- 4. Research is valid, dependable, and a useful tool for management.
- 5. Good working relationships exist with credit union personnel. Assistance with facilities needs and answers to questions are provided as needed.
- 6. Professional and effective public relations are maintained.
- 7. Executive Management is appropriately informed of areas of improvements/corrections/cost savings. Required reports are accurate and timely. Suggestions for improved performance are provided.
- 8. Actively participate in team meetings, goals, and tasks – departmental and organizational.
- 9. Supports Mocse Credit Union's Values and abides by the Code of Conduct.

QUALIFICATIONS

EDUCATION/CERTIFICATION: High School graduate or equivalent.

REQUIRED KNOWLEDGE: Knowledge of credit union products and services.
Familiarity with local vendors, operations, facilities, etc.

EXPERIENCE REQUIRED: 2-4 years of experience with building equipment and maintenance.
Experience in maintenance planning and schedules
Experience in project management

SKILLS/ABILITIES: Strong interpersonal and public relations skills.
Excellent organizational and analytical abilities.
Strong project management abilities.
Solid writing skills.
Understanding of computer applications with an emphasis on layout and design.
Well organized, and able to work independently.
Professionalism & tack, detail-oriented.
Effective communication.
Reasoning & decision making.
Strong analytical and problem-solving skills.
Cooperative and willing to assist others.

SKILLS/ABILITIES Continued: Ability to coordinate well with others, Self-starter.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY:	Using primarily just the fingers to make small movements such as typing, picking up small objects, and use of computer equipment.
TALKING:	Able to convey detailed or important instructions or ideas accurately, loudly, or quickly.
AVERAGE HEARING:	Able to hear average conversations and receive ordinary information.
REPETITIVE MOTION:	Movements frequently and regularly are required using the wrists, hands, and/or fingers.
AVERAGE VISUAL ABILITIES:	Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.
PHYSICAL STRENGTH:	Sedentary work; sitting most of the time. Exerts up to 50 lbs. of force occasionally, and/or 10 lbs. frequently.

WORKING CONDITIONS

Work is performed both inside and outside. Could be subject to weather and frequent local travel. Must be able to function in various environments with frequent interruptions by other employees, Members, contractors, or authorities.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY:	Ability to deal with a variety of variables under only limited standardization. Able to interpret various instructions.
MATHEMATICS ABILITY:	Ability to compute discounts, interest rates, profit and loss, and percentages. Ability to perform basic math skills including adding, subtracting, multiplying, and dividing. Ability to understand units such as inch, foot, yard, ounce, and pound.
LANGUAGE ABILITY:	Ability to read a variety of books, magazines, instruction manuals, and encyclopedias. Ability to prepare memos, reports, and essays using proper punctuation, spelling, and grammar. Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation (or sign equivalent), and variation in word order; using present, perfect, and future tenses.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by Senior Management if deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which imposes undue hardships on the Credit Union.

Job descriptions are not intended to be employment contracts. The credit union maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

I have received and reviewed the job description for Facilities Coordinator and accept responsibilities as indicated.

Employee Signature

Date