



City of Tempe

TEMPE CENTER FOR THE ARTS FACILITIES COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	642	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Facility Maintenance Supervisor
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in the coordination of building and facilities maintenance, projects, and/or contracting.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, assign, supervise and coordinate the maintenance of, and improvements to the Tempe Center for the Arts (TCA) facility. To perform a variety of administrative and technical duties relative to the areas of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Coordinate general facility improvement and maintenance projects, including scope, schedules, implementation, and review with related staff and vendors.
- May coordinate the repair and improvement of specialized theatrical and gallery facilities and equipment.
- Plan and supervise custodial and maintenance services, including oversight of staff, schedules, methods, materials, equipment, and tools
- Draft long range Capital Improvement Program (CIP) budgets, monitor and control spending against approved CIP budgets.
- Acquire project estimates, develop project budgets, monitor expenditure, and review costs.
- Coordinate construction projects, tenant improvements, and building and equipment upgrades, and/or liaise with engineering or facilities staff to support their project management.
- Coordinate with architects on design solutions that are in keeping with the integrity of TCA's iconic architecture.
- Coordinate contractors to provide assessments, repairs, maintenance, and upgrades to specialized technology and equipment, including chillers, environmental and security technology, and ensure compliance with Procurement policies.
- Identify and establish preventative maintenance programs, maintain records of work orders, develop, and review asset management plans, and provide recommendations to management for possible actions or efficiencies.
- Coordinate with Risk Management office and Fire and Police Departments, to ensure that TCA's safety and security policies and procedures are aligned with City standards
- Train, motivate, coach, assign and oversee the work of staff; schedule and prioritize work assignments; and monitor status of work in progress.
- Liaise with City staff and/or contractors on needs for garden maintenance.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 2023

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: TCA Facilities Coordinator

Job Code: 642

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	
Machinery*		X		
Electrical*		X		
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*		X		
Respirator*		X		
Airborne Chemical Exposure		X		
Airborne Biological Exposure		X		
Computer Software				X
Physically handling of chemicals		X		
Indoors		X		
Outdoors		X		
Around, in or on water		X		
Extreme Heat		X		
Extreme Cold	X			
Office Setting				X
Confined Spaces		X		
Excessive Noise**	X			
Heights		X		
Sewage Exposure		X		
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl		X		
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders		X		
Neck Range of Motion		X		
Traverse Uneven Surface		X		
Traverse Even Surface		X		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and	X	
Peripheral (ability to observe an area that can be seen up and down or to the		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs	X	X	26-50lbs	X	X
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.
Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.
Respirators: 1/2 face or full-face cartridge.
Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

****Hearing test is required**