



City of Tempe

FACILITIES MANAGEMENT COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	577	<i>Department:</i>	Financial Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Engineering Associate+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from higher level supervisory or from other management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience working in related construction and maintenance work to include management and/or maintenance, project management or contracts coordination.
<i>Education:</i>	Equivalent to completion of a bachelor’s degree in Industrial Engineering, Construction Management, or degree related to the core functions of this position.
<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, vision, and values. To coordinate, monitor, and manage the development of facility improvement projects scope and schedules; prioritize facility deficiencies; and manage project coordination with all involved department representatives, vendors or internal staff.

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.

- Recommend and assist in the implementation of goals and objectives; implement policies and procedures.
- Participate in the selection of staff; provide or coordinate staff training.
- Identify and establish preventative maintenance programs utilizing work orders on the computerized work order system and asset management program.
- Manage and coordinate construction projects and tenant improvements at city facilities; coordinate activities with other City departments/divisions, the public and outside agencies.
- Acquire project estimates and review costs.
- Update and maintain asset management program with asset lifecycle changes.
- Provide recommendations to staff and/or management for possible actions or efficiencies.
- Coordinate with city staff and city vendors in compliance with Procurement policies.
- Assist in preparation and monitoring of Facility's CIP budgets.
- Maintain data in various computerized systems and accurate records of work performed, materials used and associated work.
- Respond to complaints and requests for information.
- Evaluate operations and activities; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures and use of equipment and forms.
- Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise office forms and report format, as well as report preparation procedures.
- Research, compile, analyze, and summarize data for special projects and various comprehensive reports.
- 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 July 2019

Revised March 2023 (update job duties)