

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT</b>	
<b>JOB DESCRIPTION</b>	

Job Title:	Building Maintenance Coordinator	Range:	45
Date Revised:		Date Approved:	September 2, 2009

**PRIMARY PURPOSE**

This position is responsible for coordinating the day-to-day operations and maintenance for the Anaheim campus high-rise facility, including performing preventive maintenance and repair of facilities operating systems and mechanical equipment and directing or performing skilled work in the repair, inspection, and servicing of building operating systems and related equipment and facilities.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, organizes, coordinates and directs the daily operation and maintenance of HVAC, electrical, plumbing/pumping, and other building systems; monitors the operation of automated building systems; inspects mechanical areas to evaluate equipment operation and system settings on a regular basis; performs general facilities structural, equipment and landscaping inspections to identify unsafe or malfunctioning conditions.
2.	Assists in the development and implementation of a preventive maintenance program for building operating systems and mechanical equipment; performs preventative maintenance and repair of building systems and special projects as assigned; coordinates maintenance and repair efforts with outside contractors as directed.
3.	Assists in coordinating the maintenance and repair of specialized mechanical systems associated with building services (e.g., laboratories, culinary arts, computer rooms); assists with the installation and modification of building equipment systems.
4.	Diagnoses mechanical and electrical problems; repairs or replaces defective parts in units and equipment and controls including thermostats, automatic switches, fan controls, damper motors, louvers, relays, filters, belts, compressors, heat exchanges, metering devices, high limit controls, pressure controls, safety valves and automatic gas valves; monitors and test equipment to assure proper and safe operating conditions.
5.	Lubricates heating, ventilating and refrigeration motors, pumps, fans and related equipment; regenerates water softeners.
6.	Coordinates or performs installation/repairs of plumbing or pipe fitting problems including systems that carry/deliver/drain potable water, waste water, chiller water, cooling tower systems, water pumps, pressure and temperature safety valves.
7.	Inspects and repairs boilers; test water samples and adjust chemical feeding equipment for proper water treatment.
8.	Checks and replaces thermo-couples and pilot generators; cleans and adjusts pilots.
9.	Communicates with students, staff, instructors, various departments, outside organizations and others to provide and receive information and assistance related to work activities; attends meetings as required.
10.	Purchases supplies and parts from vendors; recommends repair work to be contracted outside; prepares and maintains logs and records related to daily activities as required.
11.	Trains and provides work direction and guidance to others as directed.

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12.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Building Maintenance Coordinator maintains frequent contact with coworkers, various District departments, students, vendors and outside agencies.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

High school diploma or GED;  
 Minimum of five (5) years of journey-level experience in the maintenance and repair of heating and air conditioning equipment;  
 Demonstrated experience in building operations and maintenance, and repair of facilities equipment and operating systems (e.g., plumbing/pumping, electrical, heating and air conditioning equipment, fire/life/security systems), including experience in a lead capacity, preferably in a high-rise building.  
 Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Building Operator Certification  
 Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of applicable District codes and ordinances  
 Knowledge of the materials, tools, and equipment utilized in maintenance and repair of building operating systems  
 Knowledge of life safety (fire protection, fire alarm and smoke management, security) and energy management systems  
 Knowledge of high rise plumbing and water/wastewater systems  
 Knowledge of air conditioning and heating systems and boiler operations  
 Knowledge of proper methods of storing equipment, materials and supplies  
 Knowledge of basic electrical theory  
 Knowledge of welding and soldering techniques  
 Knowledge of health and safety regulations  
 Knowledge of building maintenance codes and regulations applicable to high rise facilities  
 Knowledge of record keeping techniques

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Ability to work from blueprints, shop drawing and sketches  
Ability to use a variety of tools and equipment utilized in basic mechanical repairs  
Ability to supervise the preventive maintenance and repair of building mechanical equipment  
Ability to operate a personal computer to adjust schedules of building operating systems (e.g., heating and air conditioning units, energy management systems) within pre-established programs  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to analyze situations correctly and adopt an effective course of action  
Ability to train and direct the work of others  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License  
A valid Boiler Certification (may be required)

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**TRAINING REQUIREMENTS**

Asbestos Awareness  
Confined Space  
Industrial Truck/Forklift Certification  
Lead Awareness  
Lockout/Tagout  
Respiratory Protection  
Utility Cart Certification  
Other training/certifications as required by local, state and federal codes

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**WORKING CONDITIONS**

Indoor and outdoor environment; subject to frequent lifting (up to 70 pounds unassisted), standing, bending, carrying, crawling in confined areas, pushing and pulling; using stairways and ladders; subject to constant heat, fumes, and noise; exposure to potential electrical shock from high voltage; exposure to hazardous chemicals and materials.

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