Facilities and Maintenance Coordinator

Annual Salary Range: $50,093 to $77,645
First Review of Applications: Friday, December 11, 2020 – Opened until filled
Expected Start Date: January 2021

Role

The Facilities Maintenance Coordinator will provide a variety of facilities support including performing maintenance duties and repairs of equipment, systems, and facilities that support regional tolling operations at the SR-125 Toll Operations Center and Rose Canyon Facility and provide technical assistance to the Maintenance and Facilities Supervisor. This position will be based at the Toll Operations Center in Otay Mesa, CA; the work will primarily be performed during normal business hours and may involve responding to facilities issues after hours or on weekends.

Job Responsibilities

- Provide troubleshooting and perform installation, preventive maintenance and repair of equipment, systems, and facilities including heating, ventilating, air conditioning, electrical, plumbing, electronic systems, pumps, generators, and compressors.
- Perform a variety of maintenance repair work such as carpentry, painting, electrical, plumbing, and installation, and operate heavy equipment such as a forklift.
- Administer and maintain, building access card system, door keys, and various building and security systems.
- Coordinate various site, building, and roadway maintenance services and repairs with management, outside vendors and contractors, including HVAC, minor construction, electrical, mechanical, cleaning services, telephone lines, and inter-office moves; assist in overseeing work in progress at Toll Operations Center, Rose Canyon facility, and ramp buildings along the toll road.
- Assist with weekly, monthly, and annual preventative maintenance on equipment and ramp buildings along the toll road.
- Monitor computerized HVAC controls systems onsite or remotely.
- Prepare independent cost estimates for building supplies and services; prepare estimates of time and materials needed to perform repairs and maintenance; ensure adequate materials and supplies are available; perform inventory control of maintenance equipment, tools, parts, and supplies.
- Review consultant invoices for accuracy; coordinate between consultants and building management to resolve billing disputes; approve and process invoices for payment; provide account coding on incoming invoices.
- Assist with procurement activities related to building supplies and services such as preparing procurement forms and supporting documents, Requests for Proposals (RFPs), scopes of work, and vendor/contractor selection; administer contracts and track contract usage; review the work of vendors/contractors; assist in vendor evaluation and selection.
- Provide administrative support for building evacuation and related safety programs and procedures; maintain emergency/disaster preparedness and recovery plans; schedule, and conduct building emergency drills.
- Monitor office equipment and kitchen supplies inventory; coordinate the purchase of office and kitchen equipment, supplies, and services.
- Participate in equipment and facility maintenance activities with other teams; provide information and assistance regarding maintenance programs and services; respond to routine questions and concerns; provide assistance to help resolve problems.
- Serve as main point of contact for facilities-related issues that arise during business and after hours.

Experience and Qualifications

- The minimum education, training, and experience qualifications include a high school diploma, or equivalent, supplemented by specialized training or college level coursework in building systems management or a related field and five years of increasingly responsible experience in building maintenance and
repair, or as a journey person in a related trade, including electrical, mechanical, plumbing, air conditioning, heating and ventilation systems. Possession of a Plumber, Electrician, HVAC, or General Building Contractor Certification/License is required. Facility Management Professional (FMP) and/or Certified Facility Manager (CFM) is desirable.

- Demonstrated experience performing installation, preventive maintenance and repair of equipment, systems, and facilities including heating, ventilating, air conditioning, electrical, plumbing, electronic systems, pumps, generators, and compressors.
- Experience performing building and facilities maintenance; knowledge of materials, methods, practice, and equipment used in building maintenance and repair work such as heating and air conditioning equipment and janitorial materials/tools; knowledge of safety practices applicable to building trade work.
- Demonstrated ability to perform effective troubleshooting, anticipate and diagnose problems, identify possible solutions, and resolve the problem or recommend the most appropriate solution.
- Ability to prepare independent cost estimates, RFPs, scopes of work, and contracts; ability to evaluate proposals and participate in the selection of vendors.
- Knowledge of methods and procedures required for the maintenance and repair of facilities, and fixtures, including carpentry, plumbing, painting, and mechanical and electrical work; knowledge of tools and equipment used in the electrical, plumbing, mechanical, and HVAC trades.
- Experience operating a variety of hand and power tools in a safe and efficient manner.
- Knowledge of facility maintenance hazards and safety precautions, including applicable OSHA standards.
- Demonstrated ability to communicate and work effectively with co-workers; ability to read, understand, interpret, and explain services, policies, and standard operating procedures related to facility and equipment maintenance, safety, and building and construction plans, including blueprints and schematics; ability to apply them to specific situations.
- A working knowledge of the Windows operating system; experience using the Microsoft Office Suite (particularly Word, Excel, and Outlook).
- Demonstrated ability to establish and maintain cooperative working relationships with those contacted in the course of business including other employees, vendors, consultants, contractors, and the public.
- Demonstrated ability to perform physical activities, such as, but not limited to, lifting heavy items, standing for extended periods of time, bending, climbing, or walking, indoors or outdoors; the final candidate can anticipate a pre-employment physical where the ability to move 50-pound boxes and other heavy items must be demonstrated.
- Possession of a valid California driver’s license or the ability to obtain one. The final candidate must successfully pass a pre-employment driving record check, and annual driving record checks will be a condition of employment.
- The candidate selected for this position must successfully pass a pre-employment criminal background check; periodic re-checking of criminal background will be a condition of employment.

Benefits and Salary

Our benefits include health, dental, and vision insurance as well as employee assistance, wellness, and work/life balance programs. Retirement and financial security benefits are provided through a pension plan and deferred compensation program. SANDAG offers flexible work schedules and employees are provided with paid time off and paid holidays.

Careers at SANDAG

A job at SANDAG is guaranteed to engage your mind, expand your skills, and enhance your professional development. We are committed to hiring talented individuals who are dedicated to working on important issues and enthusiastic about making significant contributions that improve the lives of people in the San Diego region.

How to Apply

We encourage interested candidates to apply for this position by completing a SANDAG Employment Application. Resumes, cover letters, and work samples may be submitted but are not a substitute for the Application.

The Employment Application can be downloaded from the SANDAG website or requested by emailing hr@sandag.org or calling (619) 699-1900. Completed applications can be submitted via email, fax, regular mail, or delivered by hand. See our Careers / How to Apply webpage for additional information.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to apply for a position at SANDAG. Applicants requiring an accommodation due to a disability during any stage of the recruitment and selection process, including requesting this document and related application materials in an alternative format, should make their needs known by contacting Human Resources at hr@sandag.org, (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-6905.

Further Information

In compliance with the Immigration Reform and Control Act of 1986, applicants hired by SANDAG must show acceptable proof of identity and evidence of authorization to work in the United States.

Contact Us

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SANDAG is an Equal Opportunity Employer