

## **BUILDING FACILITIES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional, administrative and technical engineering/architectural position, which requires supervision over surveying, design, construction and maintenance of building facilities projects. The work is performed under the supervision of the City Engineer, with discretion allowed for the use of independent judgment in carrying out the duties of the position. Coordination and supervision is exercised over the work of subordinates within the office and on related projects. Directs and coordinates the design of building facilities projects which includes plans, cost estimates, schedules, specifications and work drawings. Typical building facility projects include, but are not limited to: HVAC, plumbing, bathroom renovations, interior and exterior building lighting, elevators, electrical service and power distribution, emergency power, telecommunications, windows and doors, finishes and fixtures, masonry, roof, floor, fire protection and fire alarm systems, ADA compliance, and building code compliance projects.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Directs preliminary feasibility studies, investigations and cost estimates;
- Assigns, supervises and checks the work of subordinates, including architects, engineers, engineering aides, and draftsmen;
- Provides complete construction administration and oversight duties;
- Presents and participates in public meetings and hearings;
- Reviews drawings and specifications for permits and interprets it to contractors, maintenance crews, utilities, etc. to ensure that work performed meets standards. Permits and approvals include building sitework, grading and mining, sewer connections, retaining wall, street opening, curb cut, storm water, and minor subdivision;
- Investigates complaints regarding buildings and related sitework and makes recommendations for appropriate action, including immediate repair;
- Develops capital improvement plans to determine improvement needs, recommend priorities, and provide data for inclusion in the annual budget;
- Administers building maintenance and improvement programs, program evaluation and monitoring;
- Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of the principals and practices of engineering/architecture;
- Thorough knowledge of the methods and procedures used in the development of major building facilities projects;
- Thorough knowledge of modern engineering/architectural methods and techniques as related to construction, improvements and maintenance of building facilities projects;

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- Good knowledge of construction specifications, plans, estimates, codes, rules and regulations, and scheduling relating to contractual public works construction;
- Ability to provide sound engineering/architectural solutions to construction problems;
- Ability to organize, direct and coordinate work activities;
- Ability to handle difficult and important assignments;
- Ability to operate necessary computer programs to generate reports;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following minimum requirements:

**Experience Requirement:**

Graduation from a New York State registered or regionally accredited four (4) year college or university whose curriculum is accredited by the Engineer's Council for Professional Development or the American Institute for Architects with a Bachelor's Degree, or higher level degree, in engineering or architecture and five (5) years of paid satisfactory experience in the practice of engineering/architecture for public building facility projects.

**License Requirement:**

Professional Engineer's or Professional Architect's license with current registration in New York State, or current registration as a Professional Engineer/Architect in any state where licensure was obtained by means of a written examination. Persons registered in another state, if accepted to this position, must file a completed licensure application with the New York State Education Department within two (2) months of the date of hire and must secure a New York State Professional Engineer/Architect license within twelve (12) months in order to continue employment.

Adopted: CSC 10-25-00