GENERAL SERVICES COORDINATOR

DEFINITION
Under general supervision supervises custodial/janitorial staff and contract workers engaged in the cleaning and modifying city facilities as needed.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

ESSENTIAL DUTIES
- Schedules, assigns and oversees work and contractors members performing custodial/janitorial/building maintenance activities of staff by monitoring and reviewing progress, efficiency and quality of work activities;

- Prepares bid specifications for requisitions and solicits bids for contracted services; recommends selection of bidders for purchase of services and materials; confers with contractors and vendors in the completion of maintenance services; approves payment of invoices.

- Purchase of supplies, materials, equipment, and services within budgetary and legal limitations; locates sources of supply and places orders for equipment; interviews and corresponds with vendors and other representatives;

- Evaluates performance of assigned staff; recommends hiring, training and disciplinary action for assigned staff; implements Divisional rules and procedures; and procures office furniture, equipment and other office necessities for departments and divisions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of budgeting and purchasing process and procedure and proficient in operating a personal computer and software packages;

- Skilled in supervising, delegating, and evaluating work of assigned staff; in prioritizing and scheduling maintenance activities; in providing and following oral and written instructions; AND in establishing and maintaining effective working relationships;

- Ability to perform and train other employees on essential duties, to effectively communicate with customers, vendors, and other parties to provide requested information as needed.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is primarily performed in indoor environments. Work may require frequent standing, walking, lifting up to 20 pounds.

QUALIFICATIONS
BA/BS degree in Business Administration or related field, AND three (3) years performing progressively responsible business transactions in a municipality OR Any combination on education and increasingly responsible work experience in Public or Business Administration that demonstrates knowledge, skills and other characteristics to independently perform essential job duties.