



## Job Description

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<b>Job Title:</b>	Facilities Maintenance Coordinator (CFMC/Project Mgr.)	<b>Grade:</b>	J
<b>Department:</b>	Facilities Services	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

This position has college-wide responsibility for monitoring and providing quality assurance for CFMC performance relating to major repairs, renovations, pre-priced line items, and building maintenance operations. Performs paraprofessional and administrative tasks to monitor, coordinate, and evaluate CFMC maintenance operations and repairs, work order utilization, and special projects assigned to the CFMC service provider.

### **Characteristic Duties and Responsibilities:**

1. Conducts college-wide quality control inspections and audits of CFMC general maintenance operations and building repairs. Generates audit reports, initiates work orders, provides feedback, and ensures CFMC service provider's follow-up to resolve service, performance and quality control issues.
2. Acts as CPCO's liaison with CFMC service provider and outside vendors by monitoring execution of major building envelope repairs, minor renovations, pre-priced line item work orders, and other special projects executed by the CFMC Service Provider or third party contractors. Provides feedback to CFMC Administrator and ensures follow-up by CFMC Service Provider to resolve contact performance and service issues.
3. Conducts weekly quality assurance audits of college-wide facilities and equipment and generates written reports of field observations with photo documentation. Provides recommendations to CFMC service provider for corrective action to maintain compliance with CFMC contract, KPI's and performance standards. Typical observations to include, but are not limited to, scheduled and random maintenance work order audits, roof inspections, carpeting/VCT, interior walls/ceilings, lighting, doors/windows, exterior veneering, stairs, elevators, and parking decks.
4. Responsible for preparing work scopes, costs estimates, and bid documents for facility infrastructure repairs, major equipment replacements, and various campus improvements. Coordinates with retained architects and engineers to secure necessary project design support for various in-house capital projects. Solicits Requests for Bids, conducts Pre-bid meetings, selects contractors, and acts as Project Manager to ensure satisfactory project execution. Conducts field inspection of work progress, ensures compliance with contract specifications, and resolves constructions issues with contractors or CFMC service provider.
5. Performs a variety of paraprofessional tasks relating to CFMC work order requests, P-card utilization/reconciliation, review/approval of vendor invoices, and scheduling vendor services to the

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. May 2014



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college.

6. Coordinates with CFMC service provider and internal/external stakeholders on college-wide special events and other enterprise operations to ensure responsive and timely facilities operations and pre-event support.
  
7. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to CFMC Administrator

**Direction Given:** No authority or responsibility for the supervision of other CPCC employees. (Responsible for direct coordination and evaluation of work performance by CFMC service provider's general maintenance service team.)

### **Minimum Requirements:**

Associate's Degree from a regionally accredited institution in Construction Technology, Project Management, Facilities Engineering or related field plus 5 years' work experience in a similar position. A valid NC Driver's license is required

### **Preferred Qualifications:**

Some technical training related to facilities operations and project coordination  
Project Management Certification

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of standard office procedures and equipment  
Knowledge of computer and office applications  
Ability to work well and communicate with individuals from diverse backgrounds  
Ability to manage and supervise others

### **Working Conditions**

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### Typical Office Environment