



FACILITY COORDINATOR
Salary: \$17.05 - \$21.30 Hourly

FACILITY COORDINATOR – Douglas County, Oregon

Full Time - 40 Hours per Week

Department: Administration

Full Time Position / Position works 40 hours per week.

The **FACILITY COORDINATOR** maintains efficient and smooth operation of UCAN's physical jobsites. Coordinate, organize, and carry out day-to-day activities of facility maintenance. Participate in building remodels, moving office furniture, and equipment within buildings.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Coordinates and performs corrective and preventative maintenance to all UCAN buildings and related property; including repair and maintenance of plumbing systems and fixtures, water and drainage lines; paint interior and exterior walls; repair windows, doors and hardware; repair drain system; repair office equipment, concrete and sidewalks.
 2. Operate hand and power tools appropriate to duty; perform basic maintenance and repair to equipment.
 3. Draft and implement preventative maintenance schedules for UCAN buildings and equipment.
 4. Ensure safety standards are followed throughout UCAN facilities.
 5. Maintain supply inventory; reorders as needed.
 6. Receive, manage and processes work order requests to resolve problems quickly.
 7. Maintain physical space, ensuring a safe, clean and functional environment. Direct contracted custodial and grounds maintenance assignments.
 8. Assist Facility Manager with permit process upon request.
 9. Assist with routine inspections of interior and exterior areas to assure areas are free of safety hazards, trash, weeds and other foreign materials etc.
 10. Attend and actively participate in staff meetings. Serve as a reliable team member and participant. Work in partnership with the Facility Manager and represent UCAN in their absence.
 11. Assist Facility Manager to plan, design, implement and evaluate systems.
 12. Respond to urgent maintenance or facility calls as requested by supervisor.
- ✓ **Regular and consistent attendance is required.**

POSITION REQUIREMENTS

Minimum Qualifications:

Knowledge of: Reasonable knowledge of building construction methods, principles, practices, equipment, and materials as applied to corrective and preventative building maintenance; reasonable knowledge of cleaning methods, procedures, equipment and supplies used in custodial maintenance on a large scale; reasonable knowledge of grounds maintenance; basic knowledge of Oregon Specialty Codes that govern building construction, mechanical, plumbing, and electrical work; basic knowledge of OSHA standards that govern safe work environments.

Skill in: Safe operation of appropriate power tools and equipment; Oversee quality of work performed by contracted custodial, building facility and grounds maintenance.



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Ability to: Communicate effectively in oral and written forms; interpret and comply with written and oral instructions; organizational skills; work within a team environment; direct contractors; estimate time and materials for individual projects and manage time efficiently; multitask; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; maintain confidentiality; establish and maintain records and reports; courteously meet and deal effectively with other employees, contractors, vendors, facility users and the public. Must follow all safety rules and practices, and perform work in a safe manner.

Education, experience and training: Three years progressively responsible work experience in building construction or building maintenance. Experience in custodial and grounds maintenance and includes supervisory experience OR any satisfactory equivalent combination of experience and training. At time of appointment, must possess a valid Oregon driver's license and be enrolled in the Criminal History Registry.

Within 30 days of employment, must:

- 1) Participate in staff health appraisal.
 - This position requires COVID-19 vaccination or approved exemption as a condition of employment.
 - This position requires driving. At time of appointment, must possess valid Oregon driver's license. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
 - At time of appointment, must be enrolled in the Criminal History Registry.
<https://secure.emp.state.or.us/ccd/>

SUBMIT COMPLETED UCAN APPLICATION TO: ucan.employment@ucancap.org
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources: ucanhr@ucancap.org