



BCESD 3 Job Description

Job Title: Facilities Maintenance Coordinator **Full-Time Position**

Supervisor: Chief Fire Administrator **Non-Exempt**

Supervises: N/A

Position Summary:

Working under the supervision of the Chief Fire Administrator, the Facility Maintenance Coordinator performs and coordinates preventive maintenance, inspections, and repairs of District facilities, buildings, grounds, and associated equipment. The position supports the operational readiness of District facilities through hands-on maintenance, coordination of contractors and vendors, routine facility inspections, and maintenance recordkeeping while helping ensure District facilities remain safe, functional, and mission ready. Salary is commensurate with experience.

Work Schedule:

Monday–Thursday, with availability for emergency call-back, after-hours response, weekends, and disaster operations as required.

Essential Duties and Responsibilities:

- Conduct routine inspections of District facilities, buildings, grounds, and associated equipment to identify maintenance needs, document facility conditions, and recommend repairs or corrective actions.
- Serve as the liaison between vendors for building and equipment maintenance and the District. Vendor examples would be landscaping, overhead doors, HVAC, pest control, and construction projects.
- Maintain preventive maintenance schedules, work orders, maintenance histories, warranties, and related records for District facilities, building systems, and associated equipment.
- Coordinate and/or perform preventative maintenance and repair of buildings and equipment within the District as appropriate, while ensuring response areas are not left without needed resources.
- Coordinate activities to ensure that District buildings and equipment are safe and functional in such a way as to comply with established standards from entities such as the National Fire Protection Association and the Texas Commission on Fire Protection.
- Enter data related to the repair and maintenance of equipment into the District's electronic inventory and building management system.
- Transport and/or arrange for the transportation of supplies and equipment to and from various locations within the District and the greater Houston metropolitan area.
- Work with District financial staff to ensure compliance with District purchasing policies.
- Work with Fleet Maintenance Coordinator as needed
- Provide insight and/or recommendations related to building and equipment replacements and/or modifications including, but not limited to, assisting in establishing

- or modify a building improvement and equipment replacement schedules.
- Create and/or modify documents such as reports, letters and presentations using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office.
- Maintains maintenance records, work orders, warranties, and service histories for District facilities and associated equipment.
- Interact with the organization's Board of Commissioners when and as directed.
- Support other staff members in assigned project-based work.
- Maintain availability to report to work during disasters as determined by the Executive Director/Chief Fire Administrator.
- Complete other duties as assigned.

Knowledge, Skills and Abilities:

- Computer Literate - Including proficiency in Microsoft Office (Word, Excel, Power Point and Outlook) and one or more accounting software solutions.
- Good writing, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Strong knowledge of generally accepted maintenance schedules for building equipment and miscellaneous firefighting and other emergency services equipment.
- Strong knowledge of, and experience with, activities related to compliance with regulatory agencies for the fire service in Texas.
- Ability to communicate effectively.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
- Ability to follow oral and written instructions.
- Ability to develop and maintain a working knowledge of emergency services district operations within the State of Texas.

Minimum Qualifications:

- High School Diploma or equivalency.
- Must possess at least three (3) years of experience in the field of building maintenance.
- Three years of commercial, industrial, municipal, or public facilities maintenance.
- Texas Driver License that permits the operation of vehicles classified in the "Class C" category.

Preferred Qualifications:

- Current EPA Section 608 Universal Technician Certification.
- Current Texas Journeyman Electrician License
- Current Texas Journeyman Plumber License
- Current Texas Class B Commercial Driver License (CDL).
- Current OSHA 10-Hour or OSHA 30-Hour Construction Safety Certification.
- Current Forklift Operator Certification.
- Current Aerial Lift/Scissor Lift Operator Certification.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and sit for extended periods. The employee must frequently lift and/or move a minimum of 50 pounds and up to 100 pounds occasionally. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employees encounter while performing the essential functions of this job. Exposure to noise, dust, cleaning solvents, battery acids exhaust and fumes. Work in confined spaces, exposure to computer screens. May be subject to emergency callback, evening, and weekend work if necessary. Performing the duties of this job, the employee occasionally works in outside weather conditions, occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic, of caustic chemicals, risk of electrical shock, and vibration. Present a clean and neat appearance.

Brazoria County Emergency Service District 3 (BCESD 3) is an Equal Opportunity Employer. In compliance with the American Disabilities Act, BCESD 3 will provide reasonable accommodations to qualified employees and prospective employees.

The statements in this document are intended to describe the general nature and level of work performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. This document in no way constitutes a contract of employment. BCESD 3 reserves the right to modify job descriptions, policies or any other procedural documents at any time, for any reason, without prior notice.

Jeff D. Braun
Executive Director

Date

Chief Fire
Administrator

Date