



FACILITIES CONTRACTS AND SERVICES COORDINATOR

Department: Facilities Management
Job Class #: 405200
Pay Range: Professional 07

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible supervisory, contract and services management work performed for the Pierce County Facilities Management Department. An employee in this classification is responsible to perform complex contract and project management tasks, develop and administer a variety of contracts and projects relating to the management of County facilities projects and services, oversee aspects of the daily operation of facilities; act as a liaison to County departments for facilities projects; and supervise staff and/or contracted service providers. This position exercises independent judgment, discretion and initiative and has a high degree of contact with a variety of internal and external clients. Work is performed with latitude for independent action and judgement.

ESSENTIAL FUNCTIONS:

- Prepare, establish and manage a variety of building maintenance and service contracts including the request for proposal and bidding process, contract preparation and negotiation; monitoring; and oversight and coordination.
- Solicit quotations and proposals from contractors and subcontractors.
- Provide management oversight of contracts to ensure compliance with licensing, permits, and insurance requirements.
- Research and resolve contract disputes and protests.
- Oversee field activities of a variety of projects to ensure contract specifications are met and supervise related contract/project work. Track, notify and assist staff members about contractual terms, due dates and recommended inspections. Provide appropriate documentation and notice.
- Observe and inspect work in progress to ensure proper procedures are utilized and project specifications are fulfilled.
- Develop complex cost estimates relative to facility construction and repair, i.e. site development, structural, mechanical, electrical, etc.
- Participate with architects, facility users, building maintenance staff, and other project managers to solve problems throughout project development and completion.
- Act as liaison with other departments, contractors, and regulatory agencies.
- Communicate with building tenants, user departments, and the public relative to problems that arise during a variety of projects.
- Oversee and coordinate the repair and maintenance of equipment.
- Develop and implement standards, policies, and procedures for activities within established parameters of the Department.
- Advise and consult with contractors, County staff and the public to ensure facilities are operational and meet established requirements and standards.
- Conduct inspections, audits, or on-site reviews, and monitor the activities of contractor service providers and staff to ensure compliance with County standards. Respond and initiate remedies to customer requests, inquiries, and complaints regarding facility services.
- Schedule, assign and inspect the work of contractors.
- Ensure effective communication with County departments and staff to facilitate and ensure adherence to policies and procedures.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.

FACILITIES CONTRACT AND SERVICES COORDINATOR

Classification Description – Pierce County

Page 2

- Participate in and support development, measurement and execution of the mission, goals, and objectives of the county, department, division and individual work groups.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- May assist in the development and monitoring of budgets and contract expenditures.
- Maintain appropriate records and provide required reports and documentation.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Lift and carry up to 50 lbs.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Assignments are performed independently under general direction, after objectives, priorities and deadlines have been defined. Work is reviewed by supervisory or management staff through products produced, reports, observation and results achieved. This classification has the authority to assign work to others and to ensure deadlines are met. This position has full supervisory authority and is responsible to plan, assign, direct, supervise and evaluate the work of staff.

WORK ENVIRONMENT: The position typically works in an office and field environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods. Work may be performed outdoors, with exposure to all types of weather. Travel by vehicle or on-foot is required over all types of terrain, including that which is uneven, steep, slippery, wet, icy or muddy. Work sites may include construction sites and buildings in various stages of disrepair or deterioration, and remote locations. Work schedules may include flexible shift work, holidays, and weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Ability to operate standard office equipment and handle office materials. Travel to various work sites throughout the region may be required.

FACILITIES CONTRACT AND SERVICES COORDINATOR

Classification Description – Pierce County

Page 3

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of performance-based contract management including contract preparation and administration.
- Construction bid advertising and bid awards in conformance with state law.
- Construction methods, materials, and familiarity with uniform building codes and uniform fire codes.
- Modern procurement principles and practices, state purchasing and contract codes and methods employed in the preparation and analysis of specifications, bids, contracts, contract negotiations and the performance of related procurement functions.
- Sources and availability of supplies and services, market conditions and trends, transportation modes/rates, prices, and cost rates (i.e., labor rates, overhead, discounts, deliveries, etc.).
- State and County contract codes, ordinances and regulations concerning procurement of supplies and services.
- Principles and practices of effective supervision.
- Safety, health, and infection control hazards and safe work practices and procedures.
- Building code and permit requirements

Skill in:

- The use of systems software, spreadsheet software and computers at the proficient level.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem solving.

Ability to:

- Supervise, plan, assign, and evaluate the work of a number of full-time, part-time and temporary personnel.
- Plan, develop and implement policies, procedures, and ensure compliance with local, state, and federal health and safety regulations and within the framework of the department.
- Understand, interpret and apply county, state and federal regulations as related to specific facility services.
- Understand and follow written and verbal instructions.
- Identify building and fire code violations, safety concerns and poor physical condition of County buildings and facilities.
- Use appropriate independent judgment to make decisions of a technical, management, and/or administrative nature in support of Department/County goals and objectives.
- Express ideas and convey information effectively, orally and in writing.
- Establish and maintain a cooperative and effective working relationship with all levels of County management, business contacts, and the public.
- Quickly and effectively analyze procurement and contract problems and to independently apply sound management techniques and methods in their solution.
- Develop and write bid specifications and formats in conformance with existing guidelines and regulations.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

FACILITIES CONTRACT AND SERVICES COORDINATOR

Classification Description – Pierce County

Page 4

- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

MINIMUM REQUIREMENTS TO APPLY:

Bachelor degree in business/public administration, construction management, engineering, architecture, or related field and three years of experience in contract management, project management, or vendor management related to management of commercial facilities or services or a related field is required. Two years of supervisory experience is required. An equivalent combination of related education and experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Possession of, or the ability to obtain, a valid Washington State Driver's license is required. Satisfactory physical condition is required. Ability to successfully complete all required background investigations including submission of fingerprints is required. An employee in this position may be required to be on 24 hour call or work a flexible schedule.