

## Facility Maintenance Coordinator – City of Chesapeake

2 Vacancies

\$50,062 – \$66,333; Depending on Qualifications

### JOB DESCRIPTION

The **City of Chesapeake Public Works Department, Facility Maintenance Division** is currently accepting applications for **two (2) full-time Facility Maintenance Coordinator** positions.

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*Would you like to work with the City that CARES! The **City of Chesapeake** is an exceptional place to live, learn, work, farm, and play. Chesapeake Public Works is seeking a motivated and detail-oriented individual to oversee facility technicians and contractors performing repairs and maintenance at all City facilities- one (1) vacancy;*

#### **Job Summary Facility Maintenance Coordinator (Position# 42450001)- City-wide facilities**

Oversee facility technicians and contractors performing mechanical/electrical/electronic repairs & maintenance at all City facilities;

Oversee facility technicians and contractors performing structural repairs & maintenance at all City facilities in the absence of other Facility Maintenance Coordinators;

Advise Municipal Facilities Administrator and Project Manager on mechanical/electronic technology and maintenance issues;

Act as subject-matter expert for training requirements of mechanical technicians; ensure mechanical technicians have proper training and certifications; observe proper safety procedures, follow repair procedures;

Assist with budget preparation;

Participate in process improvement activities and work groups.

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*Would you like to work with the City that CARES! The **City of Chesapeake** is an exceptional place to live, learn, work, farm and play. Chesapeake Public Works is seeking a motivated and detail-oriented individual to oversee facility technicians and contractors performing repairs and maintenance at City Hall- one (1) vacancy;*

#### **Job Summary Facility Maintenance Coordinator (Position# 42450002)- City Hall Building**

Oversee and coordinate various support activities in City hall as the de facto “building superintendent”;

Oversee facility technicians and contractors performing mechanical/electrical/electronic repairs and maintenance in City Hall;

Oversee facility technicians and contractors performing structural repairs and maintenance in City Hall;

Act as primary facilities liaison to the City Manager’s Office, City Attorney’s Office, and City Clerk’s Office;

Coordinate with other departments on preparations for Council, Planning Commission, and other City Hall special events and meetings;

Oversee security in City Hall, including supervision of full-time and contract security staff;

Oversee facility technicians and contractors performing structural repairs/maintenance in all City facilities in the absence of other facility maintenance coordinators;

Oversee facility technicians and contractors performing mechanical/electrical/electronic repairs and maintenance in all City facilities in the absence of other facility maintenance coordinator;

Coordinate elevator/escalator inspections in all City facilities;

Perform any other duties necessary during preparation for and recovery from storms and other emergencies;

Assist with budget preparation;

Participate in process improvement activities and work groups.

Thank you for your interest in a career with the City of Chesapeake!

## **REQUIRED QUALIFICATIONS**

### **Vocational/Educational Requirement:**

Requires any combination of education and experience equivalent to an associate's degree in engineering, architecture, building trades, or a closely related field.

### **Special Certifications And Licenses:**

Requires a valid driver's license and a driving record that is in compliance with [City Driving Standards](#).

### **Experience Requirement:**

In addition to satisfying the vocational/education standards, this position requires a minimum of four years of related, full-time equivalent experience.

## **PREFERRED QUALIFICATIONS**

Mechanical licenses are not required; but preferred.

Job Open Date: 11/22/2021

Job Close Date: Open until Filled

Applications may be submitted by visiting the Chesapeake's employment opportunities website at:  
<https://jobs.cityofchesapeake.net/postings/6041>