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.

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.

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.chesapeake.net/postings/6041