

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE, FACILITIES, HEALTH, AND SAFETY COORDINATOR

BASIC FUNCTION:

Under the direction of the Facilities and Operations Manager, coordinate and assist in planning and directing the District's building and vehicle maintenance program services and activities including to process work requests and monitor work completion; plan, coordinate, and perform a variety of specialized environmental health and safety duties including to enforce applicable city, county, state, and federal safety and hazard regulations, receive, inspect, and store biological hazardous waste, and ensure the District's compliance with CAL/OSHA.

REPRESENTATIVE DUTIES:

Coordinate and assist in planning and directing the District's building and vehicle maintenance program services and activities; provide communications link between maintenance and College personnel; process work requests; discuss proposed projects to determine feasibility. *E*

Coordinate maintenance, repair, or replacement of various equipment including fleet, grounds, and maintenance vehicles, energy management equipment, audio-visual and telephone systems, and fire alarms and fire sprinkler systems. *E*

Assist in the planning, care, and maintenance of District properties, buildings, and equipment. *E*

Plan, schedule, and organize the completion of work orders and projects; maintain facilities work order records and files; order materials necessary to perform projects. *E*

Direct activities of crew members; review staff work for accuracy and completion of assigned duties; visit work sites in order to monitor progress of scheduled work; prepare contingency plans and related reports as needed. *E*

Assist with coordinating the work of outside contractors, architects, and engineers relating to proposed projects.

Train and provide direction and guidance to personnel as assigned; conduct safety training for various maintenance activities in accordance with District policies. *E*

Prepare, receive, route, and file various operations manuals, building plans, lists, and related documents; maintain college as-built construction plans. *E*

Perform various installation, maintenance and repair duties on safety equipment; operate a variety of equipment and machines including hand and power tools. *E*

Coordinate and conduct inspections and servicing of fire extinguishers and safety equipment in the District; distinguish types of extinguishers to determine correct type for each location; install fire extinguishers according to city fire code; map and locate all fire and emergency equipment; maintain and update procedure manual for inspections in accordance with city fire ordinances. *E*

Assemble, oversee, and maintain all District first aid and chemical spill kits; assist in selecting location for and in installing portable eye wash stations and first aid stations; map all stations; inventory, order, and stock first aid supplies and protective safety equipment. *E*

Maintenance, Facilities, Health, and Safety Coordinator - Continued

Receive and store hazardous and biological waste materials using federal, state, and county guidelines; assist in the enforcement of federal, state, county, and city regulations regarding health and safety hazards; apply CAL/OSHA and MSDS information of products used on all sites; provide advice and assistance as necessary. *E*

Arrange for the production and procurement of safety and informational signs for public and employees according to federal, state, county, and city ordinances. *E*

Assist in the preparation and distribution of safety informational packets and safety materials for staff; label and check out safety and first aid equipment as needed by department. *E*

Conduct accident investigations; take statements, prepare reports, and recommend corrective action as appropriate. *E*

Work cooperatively with each campus and local agencies to establish and maintain emergency and disaster response procedures and in the design and implementation of the District's emergency preparedness program. *E*

Work cooperatively with each campus in the design and maintenance of an environmental health and safety program for the District to improve school conditions and facilitate compliance with applicable laws and regulations. *E*

Assist in the preparation of studies and analyses related to District environmental health and safety; observe and record data; advise and recommend to supervisor correctional procedures related to matters concerning environmental health and safety issues; prepare and present reports and recommendations. *E*

Prepare and maintain a variety of records and reports including preventive maintenance, inventory, and stock control records. *E*

Assist in preparation of annual reports and budgets; assist in the preparation of state, federal, city, county and College reports as required. *E*

Stay abreast of new trends, developments, innovations, and regulations in the fields of individual, community, and environmental health and safety and other fields related to area of assignment; attend and participate in training sessions. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Pertinent federal, state, and local laws, codes, and regulations including those related to hazardous materials, environmental health and safety procedures, and the State Fire Marshall as well as general safety orders, OSHA standards, and a variety of building and safety codes.

Terminology and methods used in construction trades.

Basic principles and practices used in the administration of environmental health and safety programs.

Methods, techniques, and equipment used in environmental health and safety inspections and investigations.

Measurement, screening, and evaluation procedures, techniques, tools, and equipment used in an environmental health and safety program.

Basic research methods.

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Principles and procedures of record-keeping and basic report preparation.
English usage, spelling, grammar, punctuation, and vocabulary.
Occupational hazards and standard safety procedures.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.
Modern office procedures, methods, and equipment including computers and applicable software.

ABILITY TO:

Coordinate and assist in planning and directing the District's building and vehicle maintenance program services and activities.
Exercise good judgment in the performance of specialized duties related to the District's environmental health and safety program.
Independently plan and organize work to meet schedules and timelines.
Train personnel.
Read blueprints and building plans.
Conduct accident investigations; take statements, prepare reports, and recommend corrective action as appropriate.
Analyze situations accurately and adopt an effective course of action.
Compile and maintain accurate and complete records and files; prepare reports.
Organize and deliver informational presentations.
Conduct and interpret surveys and studies.
Learn District organization, operations, policies, and objectives.
Operate various hand tools, equipment, and vehicles used in area of assignment.
Operate office equipment including computer terminal.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in the trades or related field and five years of increasingly responsible experience including in the maintenance of facilities and in health and safety programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and safe driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Noise from working in a production area.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and to make presentations.
Seeing to read and verify data and prepare various materials.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate office, safety, and maintenance equipment
Walking over rough or uneven surfaces to monitor projects.
Climbing ladders to inspect facilities and working stations.

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Reaching overhead, above the shoulders and horizontally.
Kneeling or crouching.
Bending at the waist.
Lifting, moving, and carrying boxes and other materials.

HAZARDS:

Exposure to fumes, odors, dust, mist, and gases.
Driving a vehicle during adverse weather conditions.

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