

SOUTHERN MASS CREDIT UNION

POSITION TITLE: Facilities Coordinator

DEPARTMENT: Finance

CLASSIFICATION: Non-Exempt

DATE ADOPTED: January 2019

REPORTS TO: Chief Financial Officer

Summary:

Under the general supervision of the Chief Financial Officer, performs a wide variety of duties related to the operations, security and maintenance of all Credit Union offices and branches including contracts, vendor and building maintenance. Under general supervision, organizes, administers, and maintains all facilities functions including branches, back office locations, mailroom, landscaping, security equipment and kitchen areas.

Duties and Responsibilities:

- Responsible for the maintenance of the facilities owned by the credit union.
- Responsible for the external maintenance of all credit union locations daily.
- Monitors facilities for appearance and safety issues, including ensuring that outdoor lighting is sufficient, tripping hazards are addressed, landscaping is maintained.
- Coordinates remodeling or new facilities build outs with vendors and staff.
- Maintains and reviews maintenance contracts.
- Oversees the daily upkeep of all locations internally and externally.
- Meets with maintenance vendors, seeks bids and makes recommendations for internal and external improvements/repairs.
- Coordinates schedules of vendor visits and ensures proper work is being completed.
- Supports budget requests.
- Completes maintenance on equipment and facilities requests such as; minor repairs to buildings, changing ceiling tiles, repairing equipment, unclogging drains, and so on.
- Schedules and oversees routine maintenance and preventative maintenance for all facilities including, but not limited to HVAC, generator(s), alarms, kitchen areas, restrooms, painting, boiler inspections, elevators, fire and sprinklers.
- Oversees the Facilities purchasing and inventory functions of the credit union, including but not limited to cleaning supplies, printing and other requested items
- Coordinates and delivers supplies to all credit union locations as needed.
- Responsible for ensuring mail preparation and delivery to the post office daily.

- Responsible for general courier service between locations – delivery and pick-up at work and other courier services as requested daily.
- Maintains Credit Union’s Security system equipment, works with Security company and reports any concerns to Manager.
- Responsible for administering and managing the security/alarm access for all locations.
- Works with cleaning company to ensure the cleanliness of all credit union locations. Performs and assigns cleaning duties daily.
- Performs other duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and comply with all Federal and State Regulations, and internal credit union policies and procedures. Ability to coordinate the efforts of others in accomplishing assigned work objectives; The qualifications below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Supervisory Responsibility:

No supervisory responsibilities

Language Ability:

The position requires the ability to read and interpret documents, along with the ability to write routine reports and correspondence. The incumbent must possess the ability to speak effectively in on-on-one groups or large groups and the ability to respond to inquiries or complaints in a professional manner.

Math Ability:

The incumbent should possess the ability to work with mathematical concepts such as probability and statistical inference. He/she should also be able to apply concepts such as fractions, percentages, ratios, and proportions to credit union situations.

Reasoning Ability:

Must have the ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of complex instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

The position requires proficiency with Microsoft Office applications: Outlook, MS Word, Excel, and

PowerPoint.

Education/Experience Required

- High School Diploma, Associates degree is preferred.
- Minimum of two years of related facilities experience
- Experience with vendor oversight is preferred
- Excellent interpersonal, communication, and motivational skills required.

Certificates and Licenses

- Valid driver's license and insurance with reliable transportation

Physical Demands

- Travels to credit union locations as required
- Moves around credit union between floor levels while performing duties
- Bending, stretching, and kneeling in various areas of the credit union
- Lifts books, records, supplies, and equipment weighing up to fifty pounds
- May be required to climb ladders
- Able to operate basic hand tools such as electric drills, screwdriver, hammer and saws