

## Facility Coordinator Job Description

The Facility Coordinator (FC), a member from the Board of Directors, oversees the safety, regular maintenance and special projects concerning the buildings and grounds of Pine Bluff. Under the direction of the board of directors, the FC is the ultimate responsibility and authority for this task under the Board of Directors. This role excludes care for the pool, deck, and pump room.

A qualified candidate for the FC will display:

- Experience with regular facility maintenance
- Experience with subcontractors
- Handyman skills
- Dependable follow-through
- Familiarity with construction a plus

### Job Duties:

- Secure bids and negotiate contracts or organize lawn care, all trash removal, and driveway maintenance as needed
- See to the removal of all pests such as bugs and mice
- Maintain equipment and replace as necessary (i.e. power washers, blowers, shop vacs, etc.)
- Secure bids and hire subcontractors such as plumbers, electricians, locksmiths, and general laborers as needed
- Keep a list of needed repairs or projects and their priority
- Fix or replace any faulty outdoor property such as picnic tables, umbrellas, recreational equipment, grills, etc.
- Regularly report to the board of directors on the facility
- Communicate with lifeguards as needed any facility concerns
- Work closely with the Opening and Closing Coordinator