Job Title: Facilities Coordinator
Reports to: Assistant Executive Director for Administrative Services
BU/FLSA Status: Exempt (Salaried)
Location: PSEA Headquarters – Harrisburg, PA
Starting Salary: $98,050

Job Summary
The Facilities Coordinator is responsible for the physical plant management of PSEA’s Harrisburg area and field office properties. These responsibilities include, but are not limited to, the care and upkeep of mechanical, electrical, plumbing, and HVAC systems; fire and security systems, and building custodial operations. This responsibility includes overseeing work performed by PSEA staff.

Where appropriate, the Facilities Coordinator will prepare and obtain bids from outside contractors, engage in selection and coordinate, and oversee their work. This person will oversee service contracts and will develop preventative maintenance schedules for all PSEA facilities. The employee is responsible for developing and maintaining administrative and budgetary records, as well as equipment and supplies. The Facilities Coordinator is given considerable discretion to use their judgement regarding work operations, problem solving, and procedural decisions.

Job Duties and Responsibilities

1. Oversee property management of all PSEA facilities.
2. Develop, update and implement preventative maintenance (PM) schedules for all PSEA facilities. Review contracts for external PM services. Ensure all PM is completed in a timely and efficient manner.
3. Review and revise maintenance procedures and guidelines. Ensure all required maintenance procedures are completed in a timely and efficient manner and documented.
4. Maintain files on all facilities such as blueprints, building specifications, and operation and maintenance (O&M) manuals.
5. Responsible for adherence to internal policies as well as state and federal regulations including, but not limited to OSHA.
6. Be the liaison for requests to HQ Staff for coordination and completion of repair and maintenance needs including, but not limited to lighting, furniture, HVAC, plumbing, painting, electrical, carpentry, and custodial services. Assist staff in other facilities with the same, as needed.
7. Serve as the main contact and project manager, in conjunction with the field manager or designee, for external contractors working on PSEA facilities including obtaining pricing and/or bids, performing cost analysis, writing, or reviewing bid specifications, reviewing contracts, coordinating work schedules, and overseeing the quality of work.
8. Coordinate and potentially assist in the maintenance of all grounds, including snow and ice removal for HQ properties.

9. Provide oversight of recordkeeping and ordering of supplies and equipment necessary to perform maintenance and custodial work.

10. Responsible for inspection of HQ facilities on a scheduled basis as well as other PSEA facilities at least annually to ensure operational and safe workplaces.

11. Coordinate and potentially assist in the movement of furniture and equipment at all PSEA facilities, including the installation of work stations.

12. Oversee the maintenance and custodial staff at HQ, be responsible for their professional development and ensure the quality of their work.

13. Coordinate work schedules (to include coverage for daily opening) for maintenance and custodial staff ensuring adequate coverage for absences and oversee the quality of work. Review and potentially update custodial cleaning routines on an annual basis.

14. Be the liaison for HQ staff meetings by coordinating coverage for and arranging set-up, tear-down and cleaning of meeting rooms.

15. Responsible for operation of HQ emergency systems (including security, fire alarm and generator). Testing of the generator on a monthly basis and the fire alarm on a quarterly basis.

16. Coordinate and potentially perform preventative maintenance work on equipment and systems including, but not limited to, the cooling tower, chiller, and loop pumps.

17. Provide energy management services for cost analysis and to improve conservation and operational efficiencies.

18. Responsible for building security including equipment, contracts and vendors, including guard coverage as appropriate.

19. Participate in workgroups/cross-organizational teams, such as the Emergency Response Team. This includes participation in the development of and adherence to emergency operations plans.

20. Develop the annual budget for the Property Division and present it to the Assistant Executive Director for Administrative Services and the Property Budget Liaison. This includes the capital budget.

21. Work with other PSEA facilities on documenting, recommending, and prioritizing property projects including renovations for inclusion in the annual budget.

22. Develop and monitor short duration and long-term planning for PSEA facilities.

23. Monitor actual expenditures and compare them to the budget, working with the Budget Liaison to explain any variances.

24. Verifies expenditures in the Property Division as well as any property-related ones in other PSEA facilities using proper account codes. Prepare all invoices and vouchers for property and custodial supplies and equipment.

25. Keep abreast of new and/or improving technologies and work to keep facilities and equipment up to date and documentation in an electronic format.

26. Be a resource and a lead for property related issues and best practices.

27. Perform other related responsibilities as assigned by the Assistant Executive Director for Administrative Services.
Knowledge, Skills, and Abilities

1. Knowledge of state-of-the-art standard practices, building codes systems, equipment, tools, and materials involved in property management, as well as having “hands on” skills applicable to the trades and building projects.
2. Knowledge of facilities contracting and related issues.
3. Knowledge of occupational hazards and safety precautions in order to ensure a safe work environment for staff.
4. Knowledge of bidding and purchasing procedures.
5. Skill in following directives, developing work objectives, and facilitating maintenance and repair activities in physical plant administration.
6. Knowledge of modern building and office management practices, workstation computer (MS Office) and other equipment support technology.
7. Skill to plan and direct the work of staff and contractors and to provide training to assure optimum performance.
8. Skill to accurately analyze facts in order to diagnose and address problem situations as well as make recommendations on solutions.
9. Ability to anticipate and develop potential solutions to situations as well as troubleshoot as situations arise.
10. Ability to handle multiple tasks efficiently and effectively.
11. Excellent verbal and written communications skills.
12. Ability to use, maintain, and care for the tools and equipment needed for the maintenance and repair of PSEA properties.
13. Ability to work from sketches or plans for work related to PSEA’s buildings, grounds, and equipment.
14. Skill in effective financial applications including budgeting, project costing (including analysis of options), cost control and forecasting.
15. Ability to manage projects with the goal of having them completed on time and within the budget.
16. Skill in negotiating service agreements and/or contracts with external providers.
17. Ability to develop or verify accurate estimates of the materials and time required for projects.
18. Ability to effectively direct the work of others and show results for the desired outcomes.
19. Ability to prepare reports and/or summaries and to keep administrative and maintenance records.
20. Ability to discern, when appropriate, and maintain confidentiality as necessary.
21. Ability to establish and maintain professional working relationships, foster cooperative support, and consult effectively with all levels of staff and types of external contractors.
22. Ability to work independently and adapt to shifts in priorities.
23. Ability to be adaptive to travel to field offices to carry out position responsibilities.
24. Ability, strength, and stamina to perform skilled trades work and to manually transport, lift (up to 50 pounds), and move heavy objects, both indoors and outdoors.
25. Possession of attributes reflective of poise, assertiveness, and supportiveness for the values, goals, and mission of PSEA.
Education, Experience, and Special Requirements

An Associate’s or technical degree is required. The degree may be in any trade or facilities-related or facilities management field. Progressive responsibilities background is a must.

Qualified applicants will have the experience, skill, and abilities needed to succeed as a Facilities Coordinator. At least five years of experience in administering and supervising a facilities management program is preferred.

Frequent travel, within the state, is required.

Possess a valid Pennsylvania driver’s operating license.

If you are interested in applying for this position, please send your résumé and cover letter to jobs@psea.org no later than February 9, 2024.

EOE

1/24/2024 Final