



## **OPERATIONS & FACILITIES COORDINATOR JOB DESCRIPTION**

### **Description:**

The Operations & Facilities Coordinator position performs janitorial services, maintenance of buildings, grounds, and utilities to ensure proper operations of buildings, façade, exterior perimeter, and lawn in accordance with the Statement of Work. Execute on standard of excellence as set forth by The Colao Group and Cuba 1918 ownership.

### **Essential Functions:**

- Implement a comprehensive maintenance program, including preventive maintenance schedules, scheduled maintenance, and ongoing repairs.
- Oversee the day-to-day maintenance and operation of all building systems, including HVAC, electrical, plumbing, security systems, and building related items including the exterior maintenance of each facility.
- Conduct weekly meetings and reports with owners, ensuring that all work is completed safely, efficiently, and in a timely manner.
- Maintain all necessary documentation and records pertaining to maintenance and repairs, including work orders, purchase orders, and invoices.
- Ensure that the building meets all applicable safety and regulatory requirements, including fire codes, building codes, and environmental regulations.
- Develop and implement emergency procedures and protocols, including evacuation plans and procedures for responding to natural disasters, fires, and other emergencies.
- Manage relationships with customers, responding promptly to their needs and ensuring that their concerns are addressed in a timely and effective manner.
- Develop and maintain a positive working relationship with all vendors, suppliers, and contractors
- Implement company policies and protocols.
- Maintain a high level of cleanliness and appearance in all common areas, including common areas, restrooms, yard, deck, exterior perimeter, and other shared spaces.

### **Qualifications, Knowledge, Skills, & Abilities:**

- 2+ years experience facilities management, building operations, custodial services, or a related field
- Knowledge of building systems, including HVAC, electrical, plumbing, and security systems
- Strong leadership, ownership mentality, and team management skills, with the ability to motivate and develop a team of maintenance staff
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills, with the ability to identify and address maintenance and operational issues quickly and efficiently.
- Knowledge of safety and regulatory requirements, including fire codes, building codes, and environmental regulations

- Proficiency in Microsoft Office and other relevant software programs
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously.
- Availability to work flexible hours, including evenings and weekends, as needed.
- Reading, writing, and math skills required. Must be able to speak clearly and listen attentively to employees and management.
- Understanding of English language.
- Ability to work in a team environment.
- Ability to multi-task in a fast-paced environment.

**Competencies:**

- Must have problem solving abilities, be self-motivated and organized.
- Must be committed to quality service.

**Working Conditions:**

- Must be able to stand and walk for periods of four to eight hours in length each shift.
- Must be able to reach, bend, balance and transport various objects weighing up to 50 lbs repeatedly during a shift.
- Must be able to hear with 100% accuracy with correction.
- Must be able to see at 20/20 vision with correction.

**Disclaimer:**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Job Types: Full-time, Part-time

Pay: From \$12.00 to \$16 per hour

Experience level:

- 2+ year

Weekly day range:

- Weekday and Weekend availability, Five Day Workweek

Education:

- High school or equivalent (Required)

Work Location: The Colao Group, 2809 & 2815 W Southcross, San Antonio, Texas