



Job Description & Qualifications Facilities Maintenance Coordinator

- Train and supervise employees of the maintenance department
- Negotiate contracts with outside vendors for execution of maintenance work
- Ensure operational efficiency of electrical equipment and mechanical systems through regular inspection and repair
- Ensure that company premises and facilities are kept in clean and hygienic condition
- Implement workplace safety policies and standards
- Minimum experience of 5 years in a supervisory role
- Working knowledge of electrical and mechanical systems
- Familiarity in drafting and understanding blueprints and schematics
- Effective communication and people management skills
- Proficient in Carpentry Skills
- Ability to move Election Equipment to polling places
- Supervision of Community Service Workers
- Knowledge and Skills for operating a manlift
- Familiarity & knowledge with Lawn care equipment
- Capable of bending, carrying, and lifting up to 50 pounds