



# CAREER OPPORTUNITY

## FACILITIES COORDINATOR Full-time

**Department:** Maintenance

**Status/FLSA:** Full-time, Exempt

**Work Schedule:** Monday–Friday, 7:00 a.m.–4:00 p.m.; however, must be flexible as schedule requires being on-call for nights and weekends.

**Reports to:** Director of Maintenance

**Salary Range:** \$48,000.00 - \$56,000.00

**Benefits:** Excellent benefits package

---

### SUMMARY

Under general supervision, perform and coordinate tasks related to the upkeep, use and repair of facilities, including building(s), grounds, fixtures and related maintenance equipment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Inspect assigned facility space/fixtures for deterioration, cleanliness and orderliness. Inspect entire buildings to identify general corrective maintenance as necessary for proper maintenance and operation of various equipment, fixtures, etc.
- Ensure maintenance and continuous operation of mechanical systems such as the HVAC systems, high voltage electrical systems, boiler, fans, generators and electrical switches. Performs carpentry, plumbing and painting.
- Perform building service or grounds related tasks required for routine cleaning, construction and/or clearing of roads/walkways, and other work of a general maintenance nature. Request and coordinate the services of crafts/trade personnel, as necessary.
- Responsible for all aspects of all relocation of furniture and other items. Maintain and manage physical asset and storage site inventory. Repair locking systems for interior and exterior doors, file cabinets and lockers.
- Coordinates and performs preventive maintenance and repair programs on all building mechanical infrastructures.
- Follows departmental policies and regulatory guidelines. Cleans assigned work areas. Performs other related work.

### REQUIREMENTS:

- High school diploma or equivalent (GED) and Associate's Degree in electronics or related field with coursework in DC, AC, semiconductor devices, and electronic theory or equivalent work experience.
- Five (5) years' experience in facilities maintenance performing installation, repair, and maintenance of analog and digital electronic equipment; or equivalent combination of education and experience.
- Must possess a valid Georgia driver's license.
- Be well organized and able to multi-task.
- Must be able to work flexible hours.
- Must complete and sign the CAT employment application in its entirety.

- An unjustified refusal to supply requested information or a falsification of information will result in the elimination of the applicant for consideration for employment.
- Must provide a complete and verifiable employment history. Employment history must be verified with all employers listed on the application and must include the past 10 years of employment, when applicable.
  - You must sign a background release form.
- Must undergo a pre-employment drug test and DOT physical by a company appointed facility and receive clearance.

**COMPUTER SKILLS:**

- Ability to perform basic computer tasks.

**WORK ENVIRONMENT:**

- Ability to work with minimal supervision
- Ability to work as part of a team

**PHYSICAL DEMANDS:**

- Ability to bend, stoop, walk, stretch, kneel, and lift.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job description in no way states or implies that these are the only duties to be performed. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents(s) will possess the abilities and aptitudes to perform each duty proficiently.

**NOTE:** Due to the nature of this work, employees in this position must comply with all requirements of the Federal Transit Administration (FTA) regarding the testing of safety sensitive employees for drug and alcohol use.

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so qualified.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

**TO APPLY:** E-mail resume to [hr@catchacat.org](mailto:hr@catchacat.org). Please state the title of the position applying for in the subject line of the email.

**EOE M/F/D/V**  
**A drug-free workplace**