



<p><b>Position Description</b> <b>Facilities Coordinator</b></p>
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<b>Title:</b> Facilities Coordinator	<b>FLSA:</b> Non-Exempt
<b>Wage Range:</b> 48	<b>Reports To:</b> CEO
<b>Last Update:</b> February 2026	<b>Type:</b> Full-time

**Summary:** The Facilities Coordinator reporting to the CEO, is an integral member of the agency operations team at CACLMT. The Facilities Coordinator works closely with executive & program leadership to align facilities operations with organizational priorities. This role involves coordinating and performing general maintenance for all CACLMT locations, facilities operations, and contractor oversight across all Council locations, including administrative offices and affordable housing properties.

The Facilities Coordinator holds primary internal accountability for facilities maintenance across all locations and serves as the central point of contact for vendor coordination and minor repairs, ensuring all properties are safe, functional, compliant, and well maintained.

**Typical Work:**

**Maintenance and Repair:**

- Perform routine and emergency repairs to ensure buildings and systems are in good working order.
- Conduct general maintenance duties, including minor plumbing, carpentry, and equipment repairs.

**Facilities Contracts and Vendor Coordination:**

- Serve as the primary coordinator for all facilities related service contracts, including janitorial, landscaping, HVAC, plumbing, electrical, and other maintenance vendors.
- Maintain organized records of maintenance contracts, service schedules, warranties, and vendor contact information.
- Track contract terms, renewal dates, and required documentation to ensure services remain current and uninterrupted.
- Coordinate vendor access to facilities, communicate work scope and expectations, and monitor completion of services.
- Assess maintenance needs and determine when work can be completed internally versus when external vendors are required.
- Make recommendations to the CEO regarding repair priorities, vendor selection, and sequencing of facilities work.
- Identify risks related to deferred maintenance and elevate concerns with proposed solutions.

- Escalate performance or quality concerns to the CEO and recommend corrective actions or vendor changes.

**Affordable Housing Facilities Support:**

- Provide ongoing facilities support for agency owned affordable housing properties, including common areas, exterior lighting, and other shared spaces.
- Conduct regular walkthroughs of common areas to identify maintenance, safety, or habitability concerns and coordinate resolution in collaboration with on-site maintenance staff.
- Coordinate closely with on-site property management to ensure facilities work aligns with occupancy timelines and program needs.

**Safety and Security:**

- Maintain emergency protection systems (e.g., fire alarms, exit lighting) and building security systems.
- Ensure all facilities meet safety regulations and compliance standards.

**Grounds Maintenance:**

- Coordinate exterior maintenance, including raking, tree trimming, and leaf blowing.
- Assist with landscaping and groundskeeping tasks as needed.

**Janitorial Services:**

- Coordinate interior cleaning services and schedules across all locations, providing hands-on janitorial support when needed.

**Coordination and Communication:**

- Act as a point of contact between employees and contractors, coordinating work requests and ensuring project completion.
- Provide updates to internal stakeholders on projects progress.
- Assist with receiving and properly storing items.

**Vehicle Maintenance:**

- Assist in maintaining assigned agency vehicles, including washing, interior/exterior cleaning, and scheduling routine service checks as needed.

**Planning and Project Management:**

- Support planning efforts for new facility projects, renovations, and facility improvement initiatives.
- Assist in managing facility-related projects from start to finish.

**Supervision:**

- May supervise skilled trades workers and office staff when necessary.

**Documentation and Reporting:**

- Compile reports, letters, and memos related to facility operations.
- Maintain centralized facilities records, including maintenance logs, vendor history, warranties, and service schedules.
- Develop and maintain basic tracking systems to ensure facilities work is documented, timely, and organized.

**Other Duties may be assigned to fulfill agency needs.**

**Education & Experience:**

- High School Diploma or GED required; an Associate's or Bachelor's degree in a related field is preferred.
- Two years or more of experience in custodial work, building maintenance, or related fields is preferred.
- Experience working collaboratively in a team environment.

**Requirements:**

- Current valid driver's license
- Clean driving record
- Ability to drive agency vehicles in traffic

**Skills and Qualifications:**

**Technical Skills:**

- Knowledge of construction, HVAC, plumbing, and facility repair and maintenance.
- Proficiency in operating and maintaining janitorial and maintenance equipment.
- Knowledge of safe disposal of chemical liquids and other hazardous components
- Familiarity with basic landscaping and handyman practices

**Problem-Solving:**

- Ability to analyze, evaluate, and synthesize information to make informed decisions.
- Creative problem-solving skills to identify unique and effective solutions.

**Time Management & Organization:**

- Ability to prioritize tasks effectively and manage workloads independently.
- Strong organizational skills to maintain schedules, records, and inventory.

**Communication:**

- Ability to communicate effectively with internal and external stakeholders.
- Active listening and interpersonal skills for collaboration and teamwork.
- Demonstrated ability to interact with diverse groups across cultures, abilities, genders, ethnicities, and races.

**Adaptability & Emotional Intelligence:**

- Ability to adapt to changing work environments and priorities.
- Capacity to manage emotions and stay calm under pressure to ensure rational decision-making.

**DEI (Diversity, Equity, and Inclusion):**

- Ability to work with efficiency and flexibility, with a commitment to developing equitable and supportive team practices that promote team members health, wellbeing, and sustainability.
- Engage in training, conversations, and operationalize equity, diversity and inclusion within the programs and teams.

**Physical Demands**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to walk and stand for the majority of the workday
- Able to lift 20-50 pounds on a regular basis
- Able to bend twist and move as needed to execute cleaning and repair functions
- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.
- Able to drive a company vehicle.

### **Benefits**

CACLMT offers an excellent benefit package of medical, dental, vision, life insurance, long-term disability and a 401(k) for employees who work 20 or more hours per week. CACLMT has paid time off benefits include, 11 paid holidays, generous vacations up to 120 hours per year, and sick leave accrual up to 10 hours per month with a carryover of up to 520 hours.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes both indoor and outdoor settings. Outdoor work may be in varying weather conditions.

Exposure to dust, chemical fumes, and potentially hazardous conditions and materials while performing work.

*The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.*

### **Acknowledgment**

I have read the above job description and understand the requirements. I have the ability to perform all of the functions listed above with, or without reasonable accommodation. Furthermore, I understand that this is not to be construed as an employment contract. I acknowledged having received a copy of this job description.

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Employee Signature

Date