



OMAHA TRACK

MATERIAL EQUIPMENT FACILITIES

Job Title: Facilities Maintenance Coordinator

Company: Omaha Track, Inc.

Organization: General Office

Location: Omaha, NE

Site Supervisor: Director, HR & Planning

Manager: Director, HR & Planning

Exempt Status: Non-Exempt

Position Status: Full-Time

Position Description

The Facilities Maintenance Coordinator is responsible for ensuring all locations (Omaha Track Corporate Office, Omaha Track Equipment Shop, and WECO Scale House) are clean, organized, and safe. The Facilities Maintenance Coordinator should take pride and ownership in Omaha Track's appearance.

Major Areas of Responsibility

- Perform routine cleaning duties (including dusting, mopping, vacuuming, sanitizing, and other janitorial services) for all restrooms, offices, work spaces, break rooms, lobbies, hallways, etc.
- Handle day-to-day maintenance and perform appropriate inspections to determine necessary repairs such as changing light bulbs and air filters, taking out the trash, fixing minor electrical/plumbing issues, etc.
- Maintain and track inventory for all restroom, kitchen, and cleaning supplies; check stock to determine inventory levels and anticipate/order necessary supplies
- Oversee the contracted lawn service for the weekly mowing and flower bed clean-up; manage the sprinkler system; ensure the exterior of all properties are always clean of trash and look presentable
- Prepare requests for proposals/quotes for applicable services, products, or equipment; obtain management approval, coordinate scheduling, and oversee/monitor services and repairs (escorting all visitors on property)
- Maintain a thorough list of contact information all applicable contractors/vendors
- Plan and coordinate preventative maintenance on equipment, machinery, tools, and buildings
- Maintain accurate, traceable, and complete preventative maintenance and repair records
- Ensure all walkways and parking lots are safe and clear during winter conditions (i.e. shoveling and salting)
- Perform courier runs between facilities and run errands as needed

Minimum Qualifications

- 3 - 5 years of facilities maintenance experience
- High School Diploma or equivalent preferred
- Clean criminal background and valid driver's license with no major driving offenses within the last three years
- Possess a general understanding of how building utility and maintenance systems work
- Strong verbal and written communication skills; minimum of basic computer skills (including Microsoft Office)

Work Requirements

- Ability to work independently and take initiative, identify and address issues before they become a problem
- Ability to multi-task and be proficient in time management; ability to manage changing priorities
- Ability to work outdoors subject to all elements and conditions
- Ability to meet all functional requirements including, but not limited to: lifting (50lbs), sitting, kneeling, standing, walking, bending, squatting, finger dexterity, and reaching above/below shoulders

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description was last updated on August 19, 2015.