

Facilities Maintenance Coordinator

Annual Salary: \$47,155- \$65,004 plus excellent benefits package

Closes: Monday, December 9, 2013

The Community

The City of Maricopa, a community with a “Proud History and a Prosperous Future,” is strategically connected to metro Phoenix and the central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona’s 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa’s business base has translated those ties into the agritech, renewable energy and research and development fields.

Maricopa’s housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and charter schools, a City park and retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Department

Roof Deck and Ledger Complete on Council Chambers



View of City Hall from Southeast Corner



The mission of the Development Services Department is to provide quality customer service by effectively facilitating the development process while protecting the health, safety, and public welfare of the community.

Position Minimum Requirements

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two (2) year associate’s degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be required. Two (2) or more years’ experience in a related field. Must possess a valid Arizona Commercial Driver’s License. Previous public sector experience preferred.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

***PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS, REQUIREMENTS AND SPECIAL REQUIREMENTS**

Position

The fundamental reason this classification exists is to perform, organize, direct and review skilled building trades work as well as building operations.

Supervision is exercised over lead workers performing building maintenance work such as custodial, carpentry, painting, plumbing and plastering, and mechanical equipment operation

Work assignments are very broad in scope and are performed with considerable independence.

Work is performed under the direction of the Director of Development Services.

The Ideal Candidate

The ideal candidate will have:

Knowledge of:

- HVAC
- Plumbing
- Mechanical
- Electrical
- Carpentry

Skills required:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and awareness
- Operation of a personal computer including job-related software applications that apply to the work performed
- Initiative and independent judgment within the limits of policies, standards, and precedents
- Supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed
- Research for documents, compile data for computer entry, and/or enter or oversee data entry
- Analysis and judgment in accomplishing diversified duties

Ability to:

- Read manuals, reports, graphical information, and engineering guidelines;
- Perform general math calculations such as addition, subtraction, multiplication, division, percentages, formulas, factors, and decimals;
- Write letters, memos, reports, and graphics;
- Work patiently and tactfully with a diverse customer environment;
- Work in a consensus management environment;
- Persuade contacts to gain cooperation and acceptance of ideas;
- Provide advice to others outside direct reporting relationships on specific problems or general policies;
- Monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units);

Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.

Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

Application Procedure

Filing Information: This recruitment will close at **5:00 p.m.** on the deadline date. Candidates must submit a resume. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Candidates may apply via the City of Maricopa website: [click here to apply](#). You may apply for one (1) position at a time, unless otherwise noted. You will only be able to upload one (1) document. Please combine the following information into one (1) document:

- Cover Letter
- Resume detailing work and school history for the past seven (7) years
- Three (3) work related references including email contacts
- Salary history for the past seven (7) years

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

If a typing test is required, candidates will need to provide a typing certificate demonstrating the ability to type the specified WPM speed. A signed "Typing Test Instructions" sheet (see page three of this document) must also be signed and submitted with all application documents as noted above.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."

