

Community Services Facilities Maintenance Coordinator

Salary: \$47,155 - \$65,004

Open until filled: First Review - Wednesday, January 8, 2014

The City

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



The Community Services Department offers a variety of diversified programs, activities and special events that focus on family fun, recreational needs and physical wellness of children, adults and seniors.

Mission: The City of Maricopa Community Services Department is committed to providing services and amenities to enhance the quality of life of its residents.

The Department has three divisions with 16 employees: Library, Parks, and Recreation with a budget of approximately \$2.2M.

The Position

The fundamental reason this classification exists is to perform, organize, direct and review skilled building trades work as well as building operations. The coordinator is responsible for the preparation of plans and quality of workmanship on all building and building equipment repairs and remodeling of City-owned parks facilities.

The incumbent is responsible for review of construction plans for City park facilities with regard to their maintenance impact. Supervision is exercised over contractors performing building maintenance work such as custodial, carpentry, painting, plumbing and plastering, pool maintenance and mechanical equipment operation.

Duties are performed according to general policies approved by the Director of Community Services.

The Ideal Candidate

The ideal candidate must have:

Minimum Qualifications

An Associate's degree or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification will be required. A minimum of two (2) years' experience in a related field. Must possess general knowledge in the following fields:

- HVAC
- Plumbing
- Mechanical
- Electrical
- Carpentry
- Pool Equipment Maintenance

Must possess a valid Arizona driver's license.

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.

Knowledge of:

- Operation of a personal computer including job-related software applications that apply to the work performed;

Abilities:

- Work requires initiative and independent judgment;
- Work requires 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;
- The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties.

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

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
- Four (4) work related references (please include email addresses)
- 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.

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."

