



# TILLAMOOK BAY

## COMMUNITY COLLEGE

**Position Title:** Facilities Coordinator

**Department:** Facilities and Safety

**Work type:** Full Time, 1.0 FTE

**FLSA:** Exempt

**Term of Employment:** Full Time, Permanent Position

**Compensation Band:** Grade 17

**Annual Salary Range:** \$47,972.00 – \$68,396.59

**Initial Placement Salary:** \$47,972.00 - \$55,612.69 based on qualifications, experience, and internal equity

**Organizational Relationship:** Reports to the Director of Facilities and Safety

**Location:** Tillamook, OR

**Position Open:** Until Filled

**First Consideration:** March 18, 2024

### **College and Area Information**

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, OR is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

### **Vision, Mission, and Values:**

*Vision:* TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

*Mission:* TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

*Values:* Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

**Relationship-Oriented**  
**Innovative**

**Student-Centered  
Equitable  
Scholarly Excellence**

**TBCC Equity Statement:**

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

**Facilities Coordinator:**

The Facilities Coordinator is responsible for the operations, maintenance, and repair of TBCC buildings, grounds, and mechanical systems and support services in the areas of facilities to help ensure the proper functioning and upkeep of the campus infrastructure. The Facilities Coordinator, under the direction of the Director of Facilities and Safety, oversees preventive maintenance, supervises emergency repairs, and coordinates with the Director to schedule maintenance intervals, and develops and oversees general maintenance standards. Mechanical systems include heating/ventilating/air conditioning systems (HVAC), electrical and lighting systems, access controls, elevator, fire and life safety systems, automated building controls, and plumbing systems. The position supports back up coverage for campus safety and security and locking of the campus buildings at the end of the day as needed.

**Essential Job Functions:**

**Key Areas**

- Facilities General Maintenance Support
- Facilities Events and Grounds Support

**Specific Duties**

*Facilities General Maintenance Support*

- Using excellent customer service skills, establish and maintain effective working relationships with other employees, students, and College visitors.
- Collaborates with Director to prioritize and perform the work of facilities maintenance, prioritize and coordinate department work requests, and emergency requests. Schedules work within available hours and resources.
- Manage IPM (Integrated Pest Management) program.
- Participate with after-hours team. Responding to after-hour emergency or alarms.
- Performs facilities maintenance duties as required including plumbing, maintenance and repair, electrical work, HVAC system repair, lock and key, fleet maintenance and troubleshooting.
- Complete maintenance tasks such as replacing lightbulbs; and perform basic repairs of fixtures, furnishings, and equipment.
- Assemble, disassemble, and install furnishings and equipment.
- Perform scheduled checks of science lab eyewash and shower stations.
- Collaborate with Facilities Director to address facilities issues and maintenance needs.
- Monitors contract performance and works closely with outside vendors and contractors to ensure work is complete according to specifications.

- Perform monthly fire extinguisher inspection. Coordinate annual fire extinguisher inspections and maintain extinguishers as required by NFPA.
- Perform quarterly First Aid kit inspection.
- Assist with safety committee and help facilitate safety drills.

#### *Facilities Events and Grounds Support*

- Transition communication from evening to day services for continuity of follow-through and follow-up from evening questions, issues, and events.
- Assist with general grounds and landscaping upkeep.
- General landscape irrigation upkeep.
- Set-up and breakdown of rooms for instruction, guest group events, and meetings on campus.
- Other duties as assigned.

#### **Knowledge, Skills, Abilities**

- Intermediate to advanced skills and knowledge in building trades including plumbing, mechanical and carpentry.
- Ability to implement general maintenance procedures.
- Ability to operate assigned equipment and tools.
- Ability to communicate effectively and courteously with TBCC employees, students, and guests.
- Understand and follow written and oral instructions.
- Ability to operate a personal computer and learn basic TBCC computer applications.
- Strong written and oral communication skills.
- Strong organizational skills.
- Strong interpersonal skills and the ability to work with others.
- Demonstrated sensitivity and experience working with individuals from diverse backgrounds.
- Strong problem-solving skills.
- Ability to maintain written logs and records.

#### **Qualifications:**

##### **Minimum Qualifications**

- High School Diploma / GED
- 5 years fulltime maintenance work experience with educational, industrial commercial, or governmental facility
- OR
- A combination of education and experience, which is equivalent to 5 years fulltime experience.
- Experience operating and using power tools, landscape tools and equipment, and hand tools.
- Must complete Integrated Pest Management program within 12 months of employment.
- Must pass a pre-employment criminal history background investigation.
- Must possess a valid Oregon driver's license and maintain an acceptable driving record.

##### **Preferred Qualifications**

- Experience with facilities maintenance of multiple public buildings

- Experience with HVAC systems and irrigation systems

**Physical Demands and Work Environment:**

Work requires sustained lifting of 30-50 pounds and a high level of stamina for sustained, strenuous exertion. Work requires bending, climbing, crawling, stretching, pulling, pushing, standing, twisting, and walking.

**Benefit Information:**

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

**Equal Opportunity Employer:**

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1021

**Application Information:**

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Email application materials to [hr@tillamookbaycc.edu](mailto:hr@tillamookbaycc.edu). First Consideration: March 18, 2024. Position open until filled.

- ***Supplemental Question #1***  
Please describe your work or training experience that would demonstrate your abilities to achieve the above job description.
- ***Supplemental Question #2***  
Please describe your experience in building maintenance and repair, basic plumbing and electrical work, lock and key, and fleet maintenance.

Required application materials include:

- Cover Letter
- Resume
- Application
- 3 Professional References
- Supplemental Question Responses