

## **Desert Hot Springs Health and Wellness Foundation**

### **Health and Wellness Center Facility Coordinator**

Under general direction of the City of Desert Hot Springs City Manager operating at the direction of the Foundation Board of Directors to facilitate operations and uses within a new multi-user facility, including: administering program provider use agreements; coordinating meetings and events; performing public relations and facilities marketing activities; providing supervision of contracted facility maintenance services; and advising program providers regarding facility maintenance issues and requirements. This also includes: performing responsible community facility management duties, including the development of support for the facility through fundraising and grants and other related duties as required or assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The Health and Wellness Center Facility Coordinator is an exempt, management level position which is primarily responsible for the daily and on-going operations and maintenance of the community's Health and Wellness Center. This position will initially report to the City of Desert Hot Springs City Manager acting on behalf of the Board of Directors during the initial period of operations for the new multi-user facility and will require a high degree of self-motivation and commitment.

Work performance may require flexible hours, including availability during evenings, weekends and holidays.

#### **ESSENTIAL FUNCTIONS:**

1. Coordinates and administers all facility and grounds maintenance services, custodial services, facility security, parking, and utility management. Responsible for the administration of contract services for all building equipment, parking and landscaping.
2. Develops and implements marketing and promotional programs to encourage use of the Center by the community. Actively researches, develops and participates in new opportunities for marketing the facility and develops ways to introduce new users to the Center.
3. Work with service providers to develop long term capital fund development for reserves and major donor development.
4. Serves as the on-site Center representative for assigned events, including acting as liaison between the Center, program providers and patrons. Also acts as a liaison between the program providers at the Center and provider of facilities maintenance and operational services.

5. Maintains 24-hour emergency response services. Ensures a prompt response to emergency requests for services during programs/events, including spills, electrical problems and repair requests. Works flexible hours, including weekends and holidays.
6. Evaluates program provider requests with respect to facility capabilities and safety standards. Meets with program providers and conducts tours of the facility.
7. Responds to complaints or questions regarding the Center operations and takes appropriate action to resolve problems.
8. Develops written policies and procedures related to facility use and ensures compliance with implemented policies and user agreements. Ensures compliance with the terms of contracts, policies and procedures of the Center and state, city and county fire and health regulations and safety codes.
9. Develops and coordinates grant-funded programs for the support of the Center. Reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine feasibility of developing programs to supplement budget allocations.
10. Confers with City staff regarding the development of grant program goals and objectives, outline how grant funds are to be used, and explain procedures and requirements necessary to obtain funding. Prepares grant applications, according to format required, and submits application to funding agency or foundation.
11. Oversees and implements effective risk management procedures and documentation.
12. Serves as a primary contact with contractors and subcontractors. Analyzes and monitors the acquisition of contractual services, including bid packages, contracts, and change orders.
13. Develops long range maintenance and preventive maintenance schedules for the Center. Forecasts needs for equipment maintenance and repair, supplies and contracted services.
14. Reviews and approves estimates for maintenance and repair services. Reviews and approves invoices related to maintenance and repairs. Reviews and approves utility invoices.
15. Prepares statistical reports regarding operation and maintenance of the Center.

16. Prepares reports related to facility operations planning and uses, budgeting of resources, and program operation. Provides input to Department staff for City Council staff reports.
17. Participates in the development and administration of the Center budget including financial analysis and cost containment.
18. Assists in the constant security and supervision of the Center and related facilities.
19. Performs related work as assigned.

**Knowledge of:**

1. Facilities and program management
2. Principles and practices of facility maintenance and custodial operations
3. Operation and maintenance requirements for HVAC, plumbing, electrical and heating systems
4. Service contract development and administration
5. Project management techniques
6. Principles and practices of security, safety and risk management practices
7. Budget preparation and oversight, and cost containment techniques
8. Advertising, marketing, and public relations techniques and strategies
9. Effective customer service techniques
10. Grant funding sources and requirements

**Ability to:**

1. Plan and direct facility maintenance and repair, custodial, parking and landscaping operations
2. Research, interpret and understand grant requirements and prepare grant applications
3. Deliver a high level of customer service
4. Prepare written and oral reports
5. Interpret and apply pertinent laws, codes and regulations including building codes and safety regulations
6. Communicate effectively orally and in writing
7. Use a Window-based computer system. Use computer software including Word and Excel
8. Work within multiple and frequently changing deadlines
9. Supervise and evaluate the work of service contractors
10. Work independently
11. Establish and maintain effective working relationships with City employees, program providers, contractors and patrons of the Center.

**Skill in:**

1. Reading, writing and communicating in English at an appropriate level
2. Conducting research, analyzing information and writing comprehensive reports
3. Using a personal computer and various software applications (Word, Excel)
4. Working effectively with others
5. Conflict resolution

**Minimum Qualifications:**

The equivalent of graduation from High School and a minimum of 5 years of experience working in a responsible position involving facility and community services program management.

**Licenses and Certificates:**

Possession of a valid Class C driver license

**Supplemental Information:**

**Working Conditions:**

Work is performed both inside and outside in seasonal climate and weather conditions. Slippery surfaces, moving objects, noise, dust, dirt, odor, chemicals may be encountered. Physical demands include standing, bending, stooping, walking, sitting and lifting up to 25 pounds. Work often involves multiple, frequently changing deadlines in a fast-paced environment and the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays

\$4563-\$5546/Month or \$66,552 annually depending upon qualifications.