

# County of Berks

## POSITION DESCRIPTION FORM

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<b>Position Title</b>	<b>Maintenance Support Coordinator – Berks Heim Maintenance</b>		
<b>Department</b>	<b>Facilities and Operations</b>	<b>Reports To (Title)</b>	<b>Facilities Manager (North Campus)</b>
<b>Effective Date</b>		<b>Revision Date</b>	
<b>Wage Category:</b>	<input type="checkbox"/> <b>Exempt</b>	<input checked="" type="checkbox"/> <b>Non-Exempt</b>	
<b>EEO-1 Category</b>	<b>Administrative Support</b>	<b>Union Classification</b>	<b>Management/Confidential</b>

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### POSITION SUMMARY:

This is a professional maintenance position which assists the North Campus Facilities Manager to manage, coordinate and track the incoming and outgoing accounting functions/financial operations as well as the maintenance workload of the Berks Heim Nursing Facility. Position requires initiative and working knowledge and work experience with building systems infrastructure and facilities operations. Position requires a working knowledge in financial accounting, budgeting, purchasing, and daily office operations. This position performs a variety of typing and clerical duties requiring the application of various work methods and procedures and knowledge of department functions, policies and practices. Position requires some independent judgment. Position requires a strong customer service ethic and an ability to maintain effective working relationships at all levels within and outside of the department. Position requires the ability to multi-task and operates efficiently in a high volume healthcare environment. Does related work as required.

### POSITION RESPONSIBILITIES:

1. Assists in the review, verification, and tracking of purchasing expenditures. Prepares and transmits forms, including but not limited to: budget transfer, contract requisition, check requisition, request for journal entry, capital expense, and purchase requisitions.
2. Assists Heim Maintenance staff in ordering stock maintenance,

mechanical systems and equipment replacement parts.

3. Assists with the processing of payroll submissions as per union contract, budget, and the Human Resources department. Advises of any conflicts or shortages in staffing levels within the Department, planned or unplanned, and makes appropriate recommendations.
4. Assists in the scheduling, assignment and oversight of the daily duties of Heim Maintenance employees. Utilize the Computerized Maintenance Management System (CMMS) daily in order to receive, assign, record, track and report upon the work performed by staff.
5. Prepare repair/project status reports for the North Campus Facilities Manager.
6. Coordinates contractor and vendor visits when occurring during working hours and assists in the oversight of work being performed.
7. Creates and maintains user-friendly filing systems for required records and reports, including invoices and records of payment.
8. Performs the following office functions: photocopying, faxing, addressing envelopes/packages, delivering/picking up paperwork within the building.
9. Performs data entry as required.

***Non-Essential Functions***

1. Serve as a liaison between the department and the Berks County Controller's Office, Budget Office, Treasurer, Heim Fiscal Operations and all sub-contracted vendors and/or operations on fiscal matters.
2. Acts as receptionist by answering telephones, responding to inquiries and requests, and greeting visitors.
3. Review and update employee safety policies and training initiatives, and participate in Safety, Evacuation and Emergency Planning Committee Meetings.
4. Assists the Facilities Manager and Heim Administration in the preparation the annual departmental budget.

5. Assist in ongoing process improvement efforts in related areas of the department.

**MINIMUM EDUCATION AND EXPERIENCE:**

1. High school diploma or G.E.D. certification from a recognized issuing agency.
2. Three (3) years of experience in the building/maintenance trades is required.
3. Experience in a management or supervisory capacity is preferred.
4. Two (2) years of experience in typing and office practices including working with varied computer applications.
5. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

**ACCESS &/OR USAGE LEVEL OF PROTECTED HEALTH INFORMATION:**

Circle One: High Medium Low

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Basic knowledge of organizational and technical skills of all involved trades
2. Ability to perform routine clerical work.
3. Sound strategic problem solving skills.
4. Ability to type accurately, rapidly and to compose effective correspondence.
5. Demonstrated mastery of the English language, including correct spelling, grammar and punctuation.
6. Ability to understand and carry out oral and written directions.
7. Ability to communicate effectively both orally and in writing.
8. Knowledge of data entry, computer operations, and automated/electronic record keeping.
9. Demonstrated proficiency in the use of Microsoft Word and Excel. Experience with ORACLE financial reporting systems is preferred but not required.
10. Knowledge and work experience in office support services including methods, procedures, and office practices.
11. Working knowledge of generally accepted accounting, auditing and cost accounting principles, practices and procedures gained through work experience and County preferred practices.
12. Ability to make mathematical calculations.
13. Ability to coordinate several tasks simultaneously and consistently meet deadlines.

14. Ability to establish and maintain effective working relationships with associates, supervisors and outside agencies.
15. Ability to adhere to all County policies and procedures and appropriately engage services provided by other County departments.

**PHYSICAL DEMANDS:**

1. General office and maintenance work as necessary. Ability to sit and stand for extended periods is expected. Dirty conditions, temperature extremes (steam 150 °+ to wind chill -10 °), high noise levels, and extreme weather conditions may be experienced.

**WORKING ENVIRONMENT:**

1. Works Indoors
2. Works outdoors.
3. Works in all types of weather.
4. Works in noisy areas, small spaces, and dirty conditions.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

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*Date*

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*Signature of Supervisor*

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*Date*

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