



# Operations Coordinator

Department: Maintenance

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## DESCRIPTION

Under the supervision of the Director of Facility Management, coordinates and carries out office functions within the department. Work includes scheduling, coordinating, tracking work orders, draft contracts, purchase orders for maintenance of equipment and manuals, keep detailed files for building access system, work order system, and billing. Also includes reception duties.

## SPECIFIC DUTIES

### Projects

- Keeps record of all expenses
- Ensures purchases are within County regulations/policy's
- Verifies bills meet contract requirements
- Corrects bills that don't meet the contract requirements
- Enters and verifies costs assigned to specific accounts
- Tracks down materials and pricing, as needed
- Closes out projects when complete and communicates final costs
- Ensures bills are paid in a timely manner

### Building Access

- Tracks all electronic access to County buildings
- Inputs employee information and access codes into system
- Removes and suspends users as requested
- Maintains up-to-date database on all card, groups, codes, and users alike

### County Key System

- Assigns and tracks keys assigned to county employees or other entities
- Tracks all open/closed pathways
- Ensures County security policies are followed

### Maintenance

- Tracks preventative contracts
- Contacts vendors for upcoming and nearing end contracts
- Works with vendor and purchasing to ensure all requirements/policies are followed
- Drafts contracts for the department and submits for Public Agenda approval
- Sends contracts out for signatures and processing
- Creates, sends out, and tracks purchase order requests, making sure they meet County policies
- Tracks day-to-day spending
- Assists department leadership in keeping within assigned budgets, utilizing spreadsheets and data entry
- Assists department leadership with quarterly budget reconciliation for accounts

### Office Work

- Receptionist duties: computer work, phone calls, emails, etc.
- Customer Service: ensure seamless collaboration with other County departments and offer solutions and assistance as needed

## **Training**

- Trains dayshift employees as well as nightshift supervisors on computer systems and operations
- Teaches night crew how to track and log materials and equipment purchases
- Ensures Custodial bids meet County specifications
- Collaborates with HR and assists with inter-departmental onboarding
- Arranges for new employees to get CJIS, finger printing/certifications

## **SUPERVISORY RESPONSIBILITIES**

None

## **WORKING CONDITIONS**

Office environment with the potential for a high degree of stress due to department deadlines and multitasking needs.

Schedule: Monday-Friday from 8:30 a.m. to 5:00 p.m.

## **JOB REQUIREMENTS**

- Associates degree in Business Management, or related field
- Ability to proficiently operate a personal computer (MS Word, Excel, and Outlook), calculator, adding machine, copying and scanning machines, and other general office equipment
- Ability to learn new software programs
- Possession of excellent customer service and conflict resolution skills
- Ability to communicate clearly and concisely
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of strong organizational skills and attention to detail
- Ability to maintain records, assemble data, and compile and analyze reports
- Thorough knowledge of business English, spelling, punctuation, and mathematics (addition, subtraction, multiplication, division, and the ability to count money and distribute appropriate change)
- Ability to multitask and work independently
- Capability to learn and operate a CMMS work order computer program system
- Ability to learn and retain maintenance and construction processes and description of materials
- Must submit and pass a drug screening and background check per County policy

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

## **County of Lycoming is an Equal Opportunity Employer**

**This Organization Participates in E-Verify**

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