



## **JVOA Position Description:**

### **Facilities Coordinator**

#### **Role and Responsibilities**

The Facilities Coordinator is responsible for the overall maintenance of common areas such as the clubhouse, pool, entrance gates, sidewalks, and streets. By making regular inspections, the Facilities Coordinator protects JVOA assets by ensuring that maintenance and repairs of common areas are performed in a timely fashion. In addition, the Facilities Coordinator aids Board decisions by providing up-to-date information on the status of common areas and by researching and recommending licensed contractors and suppliers.

This role is subject to the control of the Board.

#### **Term of Office**

The Facilities Coordinator holds the position for a term of one year and is not required to be a Board Director. Each year, after Board elections are held, the new Board determines who will hold which position for the following year.

#### **Specific Responsibilities**

- Respond to communications from community members
- Monitor and maintain reports and inventory associated with the clubhouse, pool, and spa areas.
- Research and interview contractors and suppliers, and make bid, contract, and purchase recommendations to the Board.
- Perform other duties as assigned by the Board

#### **Desired Skills**

- Excellent communication skills, both written and oral
- Highly organized
- Customer service-oriented

- Committed to the best interests of the community as a whole
- Calm judgement
- A general knowledge of building systems such as HVAC, power, lighting, and plumbing
- A general knowledge of building and road construction and maintenance.
- Ability to instruct and guide others
- Ability to use hand tools and make minor repairs.
- Computer skills: Microsoft Word, Excel, e-mail, scanning documents, and texting