



Job Description
Facilities & Grounds Coordinator
Full-Time Exempt

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

General Statement of Duties: The Facilities & Grounds Coordinator is responsible for developing, coordinating, training, and supervising all custodial/facilities staff as well as the development and implementation of the facilities budget.

Reports To: Facilities & Grounds Manager

FLSA: Exempt

Status: Full-Time

Salary Range: \$55,000-\$65,000

Anticipated Hiring Range: \$55,000-\$61,500

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise, schedule, train, mentor, and evaluate Facilities Technician staff, custodial staff, and seasonal employees, including onboarding, payroll review, performance management, and daily work assignments.
- Develop, coordinate, and facilitate regular staff meetings, safety training, and professional development for Facilities personnel.
- Coordinate daily operations of District facilities, parks, athletic fields, and grounds to ensure safe, clean, and well-maintained public spaces.
- Work closely with the Facilities & Grounds Manager to establish maintenance priorities, conduct routine facility inspections, document deficiencies, and develop corrective action plans.
- Serve as Manager on Duty (MOD) and Manager on Call (MOC) as assigned, including opening and closing District facilities and responding to emergencies after normal operating hours.
- Coordinate preventive maintenance schedules for building systems, mechanical equipment, HVAC systems, aquatic equipment, irrigation systems, fleet vehicles, custodial equipment, and other District assets.
- Oversee facility maintenance work performed by District staff and contractors, ensuring projects are completed safely, efficiently, and in accordance with District standards.
- Coordinate contractors, vendors, inspections, service agreements, and warranty work, serving as the primary point of contact for scheduling, billing, and project communication.



- Assist in developing annual operating budgets, capital improvement plans, maintenance work plans, and long-range facility improvement projects while monitoring expenditures throughout the year.
- Reconcile purchasing card transactions, process invoices, maintain budget tracking records, and assist with procurement of equipment, supplies, chemicals, and maintenance materials.
- Manage inventory of maintenance supplies, custodial equipment, tools, chemicals, parts, keys, and facility assets while maintaining accurate inventory records.
- Oversee building security operations including alarm systems, key control, access management, and coordination of security-related maintenance.
- Coordinate facility support for District programs, rentals, tournaments, and special events, including staffing plans, room setups, equipment needs, custodial services, public safety coordination, and event logistics.
- Coordinate athletic field preparation schedules for practices, games, tournaments, and special events while ensuring facilities are maintained in safe and playable condition.
- Coordinate snow and ice removal operations, monitor weather conditions, and ensure appropriate staffing, equipment readiness, and material inventories.
- Oversee facility appearance and cleanliness standards, coordinating custodial services and maintenance activities to ensure District facilities present a professional, welcoming environment.
- Utilize ActiveNet, computerized maintenance management systems (CMMS), work order software, and other technology to schedule work, document maintenance activities, track assets, and maintain operational records.
- Maintain effective communication and positive working relationships with staff, contractors, user groups, community partners, and the public while providing exceptional customer service.
- Perform emergency maintenance work and assist with maintenance activities during periods of high operational demand or staffing shortages.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- High school diploma or GED required; Associate's degree in Parks & Recreation, Facilities Management, Construction Management, Business Administration, or a related field preferred.
- Valid Colorado driver's license with an acceptable driving record.
- Ability to work evenings, weekends, holidays, and respond to emergency call-outs as required.
- Ability to frequently lift up to 50 pounds and occasionally lift or move up to 75 pounds with or without reasonable accommodation.
- Successful participation in the District's Drug and Alcohol-Free Workplace Program.



PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership, supervisory, coaching, and team development skills.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to prioritize multiple projects while managing changing operational demands.
- Thorough knowledge of facility maintenance, custodial operations, athletic field maintenance, irrigation systems, aquatic facilities, parks, and building systems.
- Working knowledge of HVAC, plumbing, electrical, irrigation, security, and mechanical systems sufficient to coordinate maintenance activities and troubleshoot operational issues.
- Working knowledge of OSHA regulations, workplace safety practices, and risk management principles.
- Experience developing work schedules, assigning work orders, and supervising maintenance personnel.
- Ability to prepare budgets, monitor expenditures, reconcile purchasing card transactions, and maintain accurate financial records.
- Strong organizational, analytical, and problem-solving skills with the ability to make sound operational decisions.
- Experience coordinating contractors, vendors, consultants, and service providers.
- Proficiency with Microsoft Office Suite, ActiveNet, Computerized Maintenance Management Systems (CMMS), work order software, and other facility management technology.
- Ability to read blueprints, construction drawings, technical manuals, specifications, and maintenance documentation.
- Ability to establish and maintain positive working relationships with employees, contractors, volunteers, user groups, community partners, and the public.
- Ability to maintain confidentiality and exercise sound judgment in sensitive situations.

PREFERRED EXPERIENCE

- Five (5) or more years of progressively responsible experience in facility maintenance, parks maintenance, public works, building operations, or a closely related field.
- Three (3) or more years of supervisory or lead experience directing maintenance, custodial, or facilities personnel.
- Experience preparing and administering departmental budgets.
- Experience developing preventive maintenance programs and facility work plans.
- Experience coordinating contractors, capital improvement projects, and facility renovations.
- Experience scheduling and supporting athletic tournaments, special events, and facility rentals.
- Experience with inventory management, purchasing, procurement, and contract administration.

PREFERRED CERTIFICATIONS

- Colorado Qualified Supervisor or Qualified Applicator License (QS/QA), or ability to obtain within one year.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO), or ability to obtain within one year.
- CPR/First Aid/AED Certification.
- Playground Safety Inspector Certification.
- HVAC, plumbing, irrigation, electrical, or other skilled trade certifications.



- Class A or B Commercial Driver License (CDL), or ability to obtain if operationally required.

EQUIPMENT AND VEHICLES USED:

Personal computer, including word processing software; calculator; copier, scanner, and fax machine; phone; portable radio; automobile; various sports equipment used in recreation programs. Employees are required to safely inspect, operate, and maintain District vehicles, equipment, machinery, and tools. A valid Colorado driver's license must be maintained as a condition of employment, and employees must maintain a driving record that meets the standards of the District's insurance carrier.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those encountered while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this position, employees frequently walk, stand, climb, bend, kneel, crouch, crawl, reach, lift, and operate power equipment for extended periods. Work is performed indoors and outdoors in varying weather conditions and may include exposure to noise, dust, chemicals, aquatic treatment chemicals, mechanical equipment, and other environmental conditions associated with facility and grounds maintenance.

Employees must frequently lift up to 50 pounds and occasionally lift or move up to 75 pounds with or without reasonable accommodation.



Signature Page

Applications received after this date may be reviewed on a weekly basis as needed until the position is filled.

Positions open until filled by EAPRD Team.

I understand the above description for the Facility & Grounds Coordinator position. I also understand that all of the duties are not descriptive about and that I will perform those above and other related duties as directed by the Executive Director.

Name (Printed): _____ Date: _____

Signature: _____