



Cohere Partners, Inc.

JOB DESCRIPTION

Title: Facilities Coordinator	FLSA Status: Non-Exempt
Reports to: Manager, Community Assets	Location: Verrado – Buckeye, Arizona

Summary

The Facilities Coordinator for the Verrado Community Association, Inc. will actively support community values, vision, and philosophies, while demonstrating a style of support and organization that allows residents needs to be met with a high level of satisfaction. The Facilities Coordinator will provide a warm, welcoming, professional approach when interacting with residents, colleagues and vendors while utilizing their knowledge of landscape and facilities operations. Specifically, the Facilities Coordinator will monitor the operational needs of community amenities and common areas to ensure optimal care and function and, as necessary, carry out maintenance and repair functions with assistance from vendors as needed.

Scope

- Coordination and monitoring of facility service, maintenance and renovation projects including pools and water features.
- Anticipate, analyze and resolve field operational problems in a timely manner.
- Assist with scheduling, repairing, maintaining all outdoor structures, amenities, lighting, etc. that may fall under the responsibility of the Association. This may include responsibilities such as CFD roadways, ADOT interchanges, street lighting, etc.
- Respond to inquiries from community stakeholders regarding amenity maintenance protocol and concerns.
- Assist with the coordination of consultants, including site evaluations, internal concept development, and review of plans and specifications.
- Assist in record keeping of turnover from the Developer to the Association; participate in walk-throughs with Developer to ensure all work has been completed and is ready for acceptance by the Verrado Community Association.
- Assist with processing facilities related expenses for payment.
- Ensure collection, tracking and verification that contracted vendors are in compliance with insurance requirements.
- Assist Facilities Manager with electronic filing of documents in SharePoint and the community website.
- Assist in maintaining inventory of community assets, such as furniture, trash receptacles and similar items, installed in community common areas.
- Maintain facilities records on SharePoint.
- Attend quarterly Board of Directors meetings which occur in the evenings during the workweek.
- Responsible for being on-call for after-hours emergencies on nights and weekends in partnership with the Facilities Manager; resolve after hours emergencies in a timely manner; ensure resolution is communicated to stakeholders.
- Carry out other duties as assigned.



## Attributes

Key attributes for a successful Facilities Coordinator include, but are not limited to the following capabilities, qualifications and performance skills:

- Education or experience in construction, arboriculture, facilities management and maintenance, building trades and swimming pool maintenance.
- Ability to communicate effectively with a team of skilled and technically trained consultants and contractors.
- Interaction, education and the ability to effectively communicate with homeowners is essential.
- Passion for people and ability to engage in authentic, meaningful ways.
- Maintain CPR, First Aid and AED certifications.
- Must be able to lift at least 50 pounds, stay on feet for long periods of time while working outside and varying temperatures, and physically be able to complete execution of duties.
- Proficient in Microsoft Excel, Word and databases and reporting.
- Collaborative; predisposed to partnership and teamwork
- Personable, tactful and diplomatic
- Ability to handle tense interactions with poise
- Predisposition to problem-solving
- Flexibility and adaptability

## OPERATING PRINCIPLES

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer service.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building and responsiveness to changing needs and opportunities.
- Embrace the vision, goals and aspirations of Cohere

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Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

