



JOB ANNOUNCEMENT

FACILITIES COORDINATOR – GENERAL SERVICES

Salary Range: \$40,372 - \$59,000
\$19.41- \$28.50

Full-Time, Exempt position

Closing Date: Open until filled.

Reports to: General Services Manager

Supervises: Contracted Staff, as needed

Summary: The Town of Miami Lakes is seeking a Facilities Coordinator. The Facilities Coordinator is responsible for assisting with administrative and technical duties related to the Town's buildings and other departmental functions, including grounds operations and upkeep, workspace needs, onboarding, and/or various administrative functions as needed."

Essential Duties:

- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, and respectful, and to actively participate in maintaining a positive customer service environment.
- Answers questions from the public, resolves problems, complaints, or concerns from visitors or users.
- Obtains estimates; prepares requisitions for the purchase of goods or services, reviews invoices, and maintains records.
- Utilizes Town's financial system and other Town systems to effectively administer work as assigned.
- Maintains a master scheduling mechanism for the Town's various facility operational needs, such as facilities maintenance, pressure cleaning services, grounds maintenance, arbor maintenance, Town equipment fleet, and other functions as assigned.
- Performs weekly inspections of Town facilities.
- Responsible for handling telephone calls and processing mail for the Department.
- Receives resident inquiries and complaints and provides routine information to the public.
- Monitors, coordinates, and prepares responses for the Town's customer relationship management (CRM) system for inquiries, requests and complaints.
- Communicates effectively with all segments of the community, including private and public organizations, and other federal, state, and local agencies as requested.
- Schedules and coordinates meetings, appointments, and or functions as assigned.
- May be required to open and prepare public facilities for use by the public, including special events, facility and field rentals, when needed.
- Perform assigned field inspections to ensure completion of tasks, assignments or work orders issued by the Town.
- Submits incident reports including but not limited to injuries, trespassing, equipment inventory, and loss or other significant event. Administrative follow-up on claim processing may be required.
- Serves as part of the emergency management team responding to inclement weather events.
- Other operational and administrative duties as assigned.



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Knowledge, Skill and Abilities:

- Must have exemplary organizational and interpersonal skills and maintain a professional demeanor
- Must be able to maintain records and prepare reports.
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, vendors and the general public.
- Ability to inspect buildings and facilities and determine maintenance and repair requirements.
- Must be able to comprehend written and verbal instructions.
- Ability to fluently speak, read and write English
- Bilingual (English/Spanish) a plus
- Government/municipal agency experience a plus.
- Must have computer skills and knowledge of Microsoft Office products

Minimum Requirements:

- High School Diploma or its equivalent; Associate degree preferred.
- A minimum of 2 years of professional experience that provides the desired knowledge and abilities.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Must be able to access and navigate all areas of the facilities. Including accessing rooftops via vertical ladders.
- Must be able to work in outdoor weather conditions at times.

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to Cynthia Alejo, Human Resources Specialist via email: Jobs@miamilakes-fl.gov

Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 4/6/26