



Fremont Union High School District

Position: Coordinator of Facilities

Work Year: 12 months (246 days)

Summary of Basic Functions & Responsibilities

Under the supervision of the Chief Business Officer-Associate Superintendent, the Coordinator will assist in the renovation and new construction of school facilities, as well as support the Facilities and Maintenance Department. Understand and work effectively with people from different cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Safety elements in and around Track and Field.
- Support facilities department in coordinating with outside vendors/contractors for various projects.
- Grants writing/administration – Assist in seeking out and applying for other sources of facility funding (e.g. tire grant, energy efficient savings grants).
- Oversee Community Use Policy/Use of Facilities – includes permit applications and charges to users.
- Neighbor Concerns- follow up with inquiries/concerns from neighbors.
- Participate in Citizen Oversight Committee (COC) meetings and other facility meetings, as needed.
- Attend board meetings and make presentations, as needed.
- Liaison with the District's outside security service to ensure community access to our tracks and fields.
- Provide leadership and training for the professional development of site based School Facilities Managers.
- Develop, establish and maintain District-wide equipment, materials, performance and task standards for the work of site facilities, grounds, and custodial staff.
- Plan and oversee summer deep cleaning activities, coordinating with Director of Facilities and Site Facility Managers.
- Supervise, develop and evaluate District Office custodians assuring adequate levels of safety and skills training, efficient utilization of resources, high productivity, and a high morale work environment.
- Coordinate and manage the District's dumpster and recycling services vendor(s).
- Oversee and supervise warehouse operations including receiving, disbursements of received goods, shipping, and warehouse organization.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- General terms, procedures and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and facilities; requirements of the Public Contract Code, State Education Code, State Allocation Board, Division of State Architect and Office of Public School Construction as they apply to the school facility planning and construction process.
- Effective group process and facilitation skills and public relations techniques
- Effective written and oral communication using correct English and grammar skills.

Abilities:

- Aid in the design of appropriate, effective, efficient, and safe facilities.
- Interpret data from a variety of sources to extract necessary data for preparation of plans and reports.
- Listen and analyze problems and develop solutions.
- Conduct research, prepare, and present oral and/or written reports and represent the District.
- Control quality of project, schedules and budgets.
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process
- Establish and maintain effective working relationships with District administrators and representatives of a wide variety of public agencies community groups and private industry.

Education:

- This position typically requires a Bachelor's Degree.

Experience:

- Five years professional management experience in school facilities planning preferred.

Licenses & Certificates:

- Requires:
 - A valid driver's license.
 - Requires fingerprint clearance from the Department of Justice.
- Preferred, not required:
 - Valid Administrative Services Credential, Secondary Administrative or General Administrative Credential