

JOB DESCRIPTION

Title:	Coordinator of MOF Compliance	Reports To:	Director of Maintenance, Operations & Facilities
Department:	Maintenance, Operations & Facilities	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full Time; some early AM and late PM	No. of Work Days:	261
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input checked="" type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		<input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860

GENERAL SUMMARY OF DUTIES:

The Coordinator of MOF Compliance is responsible for maintaining employee and student safety and security throughout the District. This position ensures compliance with Federal, State, and District rules and regulations applicable to the maintenance and operations of school facilities. The Coordinator also oversees the training of supervisors and staff member in safety and compliance as related to Maintenance and Operations.

DUTIES OF THE JOB:

This description reflects the principle job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Produces annual Facility Inspection Tool (F.I.T.) reports. *E*
- Maintains and coordinates elevator repairs and yearly inspections. *E*
- Coordinates and maintains all extinguishers, ansul systems, and fire suppression devices for the district. *E*
- Coordinates and attends all fire and insurance inspections. *E*
- Updates and inputs all security codes for district employees. *E*
- Keeps track of all mandated costs related to the removal of chemicals in the district. *E*

**E – Essential Function*

Coordinator of MOF Compliance

- Trains all Maintenance and Operations employees in safety practices. *E*
- Coordinates all one year and five year fire sprinkler inspections *E*
- Maintains and coordinates all emergency and safety programs. *E*
- Supervises all custodians; schedules and holds regular meetings. *E*
- Maintains all Asbestos Management Plans (AHERA 6-month inspections and 3-year inspections). *E*
- Performs air samplings for the district (mold, asbestos, lead and any other hazards). *E*
- Performs yearly Bureau of Automotive Repair inspections and maintains records related to inspections. Ensures reporting for all other departments who use District vehicles. *E*
- Communicates with the state Unidocs. Provides inventory of all chemicals used in our district for each individual site. *E*
- Oversees and supervises maintenance and grounds workers when needed. *E*
- Coordinates and dispatches Sub Custodians to school sites and Child Nutritional Services as needed. *E*
- Maintains records and hours worked for the Sub Custodians. (Hire subs as needed). *E*
- Responds to all emergency calls during business and non-business hours. *E*
- Investigates all injuries at sites and implement safety practices to prevent future occurrences. *E*
- Trains employees in Injury and Illness Prevention Plans (IIPP) as well as Blood Borne Pathogens (BBP). Maintain records of such training. *E*
- Assists in all ADA compliance issues for the district. *E*
- Conducts site inspections to comply with Williams Act Laws. *E*
- Responds to and eliminates all pest and vermin issues in compliance with California Health and Safety. *E*
- Maintains current knowledge of California State fire codes. *E*
- Generates and assists work order requests. *E*
- Maintains and coordinates all recycling programs *E*

EDUCATION AND EXPERIENCE:

- Bachelor's Degree desired. Minimum of three years of experience in school maintenance and custodial management, or four years of experience in maintenance and custodial management in other field.
- Prior experience in the following areas is highly desired: fire life safety, emergency preparedness, integrated pest management, basic level of understanding in building and maintenance, computers software applications such as: outlook and MS Office.

KNOWLEDGE AND SKILLS:

- Employee must have abilities in the following areas: ability to effectively communicate both oral and written reports, emails and other correspondence with students, teachers, administrators, and the greater community; ability to manage multiple tasks, employees and assignments.

**E – Essential Function*

Coordinator of MOF Compliance

LICENSES/CERTIFICATIONS:

- Maintain an accredited air sample testing certificate.
- AHERA Certified
- CA Driver’s License

SUPERVISES:

- All Custodians
- Maintenance and Grounds Workers as needed

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	4
Twist	2		Lift/carry 11-25 lbs	3
Squat	2		Lift/carry 26-40 lbs	2
Kneel	3		Lift/carry 41-100 lbs	1
Climb	3		Stand	4
Reach above shoulder	3		Walk	4
Grip/Grasp	3		Sit	4
Extend/Flex Neck	2		Drive	4
Use Right Hand	3		Perform Repetitive Hand Motions	3
Use Left Hand	3		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

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