

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### Coordinator of Plant Operations

#### QUALIFICATIONS:

- (1) Bachelor's Degree in Architecture, Engineering, Construction, or related field, from an accredited institution, or twelve (12) years of experience in the facilities maintenance/construction field.
- (2) Minimum of five (5) years of experience in management with facilities maintenance/construction background.
- (3) Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the District's overall physical plant operational needs, and the ability to utilize the resources of the Plant Services and Facilities Departments to accommodate those needs.
- Ability to manage support functions for maintenance, renovation, remodeling, and construction for a school district.
- Ability to supervise architectural/engineering/ renovation/remodeling/construction activities.
- Knowledge of State Regulations for Educational Facilities (SREF) and Florida Building Code.
- Knowledge of construction contracts, specifications, and ethics.
- Knowledge of Board Policies regarding facilities.
- Knowledge of project planning.
- Ability to read architectural, structural, and MEP documents.
- Ability and experience in sub-contracting.
- Ability to follow oral and written directions.
- Leadership ability.
- Ability to effectively manage people.
- Ability to administrate Plant Services work order system.

#### REPORTS TO:

Director of Plant Services

#### JOB GOAL

To assist the Director and oversee Maintenance Supervisors and Project Manager in the overall operations of the Department of Plant Services. Particularly in the areas of renovation, remodeling, and construction of the district's physical facilities. To maintain the district's facilities in a condition of operating excellence, so that full educational or support use can be made at all times.

#### SUPERVISES:

Maintenance Supervisors and **Project Managers**.

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist the Director in planning and managing facilities renovations, remodeling, installation of relocatable facilities, and construction projects (including design, bid documents/specifications, scheduling of contractors, and preparing requisitions for purchase of labor, materials, and equipment).
- \* (2) Review and coordinate projects with the Director, Maintenance Supervisors and Project Managers.

## **COORDINATOR OF PLANT OPERATIONS** Continued)

- \* (3) Estimate cost of projects in terms of labor, materials, equipment, and overhead.
- \* (4) Review cost estimates.
- \* (5) Supervise the technical review of plans and specifications.
- \* (6) Coordinate required inspections and related activities with the District Facilities Department and public agencies.
- \* (7) Review for payment bills submitted by contractors, testing laboratories, consulting engineers, surveying firms, suppliers, etc.
- \* (8) Visit all projects at frequent intervals to assure that plans, specifications, schedules, codes and regulations are being observed and followed.
- \* (9) Enforce job safety standards.
- \*(10) Investigate reports of faulty workmanship or materials and take appropriate action under the terms of the contract.
- \*(11) Maintain and update all records, drawings and descriptive materials of all District facilities, sites, and portable buildings.
- \*(12) Direct the integration of all applicable Plant Services operations into the work order system.
- \*(13) Supervise Maintenance Supervisors and Project Managers as required in the execution of their responsibilities.
- \*(15) Serve as liaison to interface with the district Technologies Department for renovation, remodeling, and construction.
- \*(17) Work with the District Safety Specialist to conduct required annual life safety inspections, SREF (fire alarms, extinguishers, sprinklers, back checks, bleachers, stadiums, portables, etc.) and manage required repairs for compliance.
- \*(18) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code:** 8

**Salary Lane:** PAL 3

**Classification:** Professional

**Approved 01/18/2022**