

BUILDING COORDINATOR

Classification: Maintenance

Location: Facility Operations

Reports to: Facility Operations Supervisor /Facility Director

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

The Buildings Coordinator will be responsible for the trade's employees by assisting in improving the work force productivity and work quality by eliminating in advance potential delays and obstacles through proper planning and coordination of labor, parts and materials.

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Responsibilities of the Buildings Coordinator:

The Buildings Coordinator supports the maintenance program by providing lead responsibilities during assigned shifts. The Buildings Coordinator is an essential role in maintaining buildings and facility operations, and supporting a learning environment that promotes health, attitude and pride of students.

The Buildings Coordinator will be responsible for the trade's employees by assisting in improving the work force productivity and work quality by eliminating in advance potential delays and obstacles through proper planning and coordination of labor, parts and materials.

The Buildings Coordinator is responsible for assisting in performing planning and scheduling of maintenance work performed in all district facilities and is responsible to maintain appropriate records and files to permit meaningful analysis and reporting of results or work completed.

In addition to regular journeyman trade functions, the buildings coordinator provides guidance and direction to other journeyman workers.

Part II: Major Duties and Responsibilities:

Administrative Functions

1. Coordinates with the Facility Operations Supervisor the planning and scheduling of buildings and CIP work orders.

2. Follows through to assure that maintenance is performed in a timely manner to include inspecting and accepting the work of assigned trade's workers.
3. Maintains inventory of materials, parts, and supplies needed to perform assigned work.
4. Maintains awareness of energy conservation and make suggestions of methods and procedures to consider energy.
5. Secures equipment and supplies and protects against pilferage, loss, theft, or abuse.
6. Coordinates the maintenance of plumbing systems and equipment and other related systems with district staff.
7. Examines unplanned work orders and determines best way to accomplish the work with the resources available. Have complete knowledge of PM workload and provide a list of incomplete PM's to the Facility Operations Supervisor.
8. Coordinates the work of District contractors, facilitating communications, schedules, and timelines.

Safety and Security

1. Periodically inspects, or otherwise maintains awareness of facility and/or equipment to detect the need for maintenance or preventive maintenance service.
2. Verifies that trades equipment is maintained, serviced, and/or repaired or replaced as needed.
3. Trains or instructs journeyman workers in safety procedures and requirements. May assist in accident investigation and documentation.
4. Assists in implementing emergency planning and response.

Lead Functions

1. Provides direction, feedback, and guidance that will enable crews to perform their job requirements as directed by the Facility Operations Supervisor.
2. Responsible for productivity, quality of work, departmental safety, assisting in controlling costs and reducing waste in the North Clackamas School District.
3. Responsible for ensuring the proper installation, inspection, maintenance of equipment, facilities, utilities, and instrumentation, by the facility trades staff.
4. May provide input to the supervisor on the overall performance of assigned trades workers.
5. Provides leadership and training for licensed journeyman personnel.
6. May be privy to confidential personnel information, and will keep information confidential and secure.

Perform other duties and responsibilities as assigned.

Part III: Minimum Qualifications (In addition to those required for journeyman work)

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

1. Graduation from high school or equivalent.
2. Two years minimum experience supervising or leading journeymen level (licensed, four-year program) workers.
3. Possess a journeyman-level license in one of the District trades, or four years of equivalent experience and knowledge.
4. Ability to utilize office technology to document assigned work, control inventories, initiate service orders, etc., to include Microsoft Excel and Word documents.
5. Ability to respond to after-hours emergencies on a timely basis.
6. Must possess a valid driver license and a safe driving record and be able and willing to operate district owned vehicles
7. Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
8. Ability to maintain confidentiality of all district and personnel matters.

Part V: Desired Qualifications:

- Possess a trades license (i.e., electrical, plumbing, HVAC)

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions. Noise level may be high when operating power equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations.
- The employee must occasionally lift and/or move up to 50 pounds and greater than 50 pounds using appropriate equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use properly use such safety equipment as is appropriate to the work to

prevent injury to self or others. Employee may be exposed to toxic fumes and spills from use of chemicals.