



COORDINATOR FACILITIES JOB DESCRIPTION

JOB TITLE: Coordinator of Facilities
REPORTS TO: Director of School Operations
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: ADM6
DAYS: 260
JOB ID & DATE: ADM-54 | May, 2023

JOB PURPOSE SUMMARY

The Coordinator of Facilities is responsible for the day-to-day custodial, maintenance and grounds of all facilities in Adams 14. The Coordinator is responsible for developing, planning, organizing and directing the maintenance, repair and alteration of district buildings and grounds; oversee the design, planning and developing of facilities and new construction, serving as the district representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; preparing and managing the annual budgets for the maintenance, grounds and custodial departments; and ensuring the optimal utilization of personnel and other resources.

REQUIREMENTS

Education Level Details

Master's Degree in School Administration. Educational Doctorate or Educational PhD preferred.

License / Certification Required

Superintendent, Central Administration, or Principal licensure preferred

Work Experience Required

Minimum of three years of experience as an education leader

Minimum 1 year experience managing buildings and facilities including custodial, maintenance and grounds departments

Other Skills and Abilities Required

Demonstrated leadership skills

Ability to problem solve, think critically and manage conflicts

Ability to manage budget and personnel

Ability to collect, analyze and use multiple sources of data

Strong organizational, communication, strategic planning and interpersonal skills

Work collaboratively to build consensus while also delivering exceptional results

Inspire, manage and collaborate with a wide variety of internal and external stakeholders at all levels

Be flexible, resilient and adaptable to changing priorities

Knowledge and expertise in writing grants

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Responsibilities

- Collaborates with internal and external personnel (e.g., other administrators, staff, public agencies, community groups, etc.) for the purpose of coordinating activities and programs, resolving issues, and exchanging information concerning assigned functions and related matters.
- Develops and monitors budget and expenditure allocations for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and expenditures are authorized in accordance with established limitations.
- Directs department operations, maintenance services, security operations, and the implementation of new programs and/or processes (e.g. facility utilization, site repairs/construction, preventative maintenance) for the purpose of making recommendations and/or implementing actions that provide services within established timeframes and in compliance with related requirements.
- Inspects buildings to determine repair work, grounds, special projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that projects are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.
- Manages construction contracts for new facilities and major alterations and/or modernizing of existing facilities for the purpose of ensuring that the work is performed in accordance with specifications, timelines, and budget.
- Manages assigned program and/or department responsibilities (e.g. site improvement, grounds, ADA access, fire inspections, safety, etc.) for the purpose of achieving outcomes in relation to organization objectives and ensuring conformance with legal, financial, and district requirements.
- Oversees the preparation and development of a variety of mandated plans, studies, and reports prepared internally or by retained consultants (e.g. environmental impact report, project applications with the State and local agencies, etc.) for the purpose of complying with regulatory actions, funding requirements, and other established policies.
- Participates in or presents at professional development meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g. interviewing, selecting, evaluation, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g. Board agenda items and briefings, contracts for professional services, budgets, property contracts, legislative updates, contract changes, requests for proposals, a variety of narrative and statistical reports related to constructions, maintenance, and modernization of facilities) for the purpose of documenting activities, providing written reference, seeking input, and/or conveying information.

- Presents information at various meetings for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts, and maintaining district wide services.
- Responds to a wide variety of inquiries from staff, district personnel, other community agencies, etc. for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Safety and Security

- Participates in training for the purpose of providing or receiving information and updating skills as changes occur in the district
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school district
- Participates in all safety drills and supports the emergency response teams in crisis situations to ensure district readiness in emergency situations
- Assist in the procurement, installation and maintenance of all security video surveillance, security cameras, etc.

Organizational Management

- Provide leadership and direction to the Supervisor of Grounds, Supervisor of Custodial Services, and the Supervisor of Maintenance.

Budget and/or Resource Responsibilities

- Develop, review and approve campus/departmental operating policies, procedures, and Budgets
- Contribute in collaborative decision making regarding the purchase of resources

SUPERVISORY RESPONSIBILITIES

Supervision of direct reports that may include custodial services, maintenance and grounds

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Mental Demands: This position may be responsible for handling highly charged public situations as well as interacting with the press. Work with frequent interruptions, maintain emotional control under stress

Physical Demands and Environmental Factors: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide and occasional statewide or national travel

Tools and Equipment Used: Standard office equipment including personal computer and peripherals.
Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting
Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 40 pounds)

Location: Work is performed in classrooms, offices, work stations and meeting rooms. May work prolonged or irregular hours and must be able to maintain control under stress. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____