

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

MAINTENANCE FACILITATOR

QUALIFICATIONS:

- (1) High School Diploma or equivalent
- (2) Satisfactory criminal background check and drug screening
- (3) Documented experience in facility maintenance or associated functions
- (4) Proficient in computer skills including, but not limited to, Microsoft Word, Excel, and Google products
- (5) Leadership experience recommended

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the interrelationship of school system divisions; Knowledge of construction trades and vendors; Knowledge of technology application as they relate to the maintenance department; Knowledge of OSHA and EPA requirements; Skills in organization. Skills in customer service and negotiation; Skills in purchase order preparation and requisitions. Ability to multi-task. Ability to manage budgets and finance; Ability to communicate orally and in writing; Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percent and decimals. Ability to use computers and related technology; Ability to coordinate project activities; Ability to solve practical problems;

REPORTS TO:

Director of Operations and Safety

JOB GOAL:

To independently or cooperatively manage, schedule, and purchase maintenance services and supplies and facilitate and train custodial, maintenance, and other related employees.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Maintain regular attendance.
2. Schedule preventative maintenance.
3. Participate in the work order process by scheduling work, resolving issues, tracking and monitoring progress, and creating reports.
4. Participate in emergency planning.
5. Secure and maintain permits/licensures and work closely with city and county government officials.
6. Review furniture, materials, and equipment needs.
7. Assist maintenance staff in securing parts, supplies and materials.
8. Assist in the preparation of RFP's, bid information, and other contract documents;
9. Prepare payroll and process time sheets.
10. Maintain a close working relationship with District and school personnel to ensure information exchange, coordination, and support for the decision-making process and the collection of feedback concerning services.
11. Provide administrative support to supervisors.
12. Maintain office records.
13. Assist with physical inventory.
14. Establish and maintain a reliable network of outside vendors and suppliers to ensure cost-effective and timely support of the maintenance function.
15. Hire and manage contractors or subcontractors to perform maintenance work too specialized or extensive to be performed by the maintenance staff
16. Assist in training of facilities employees and contractors.
17. Respond to inquiries or concerns in a timely manner.
18. Respond to emergency calls to troubleshoot and make grounds repairs.
19. Keep district administration informed about potential problems or unusual events.
20. Support the goals and priorities of the District.
21. Represent the District in a positive and professional manner.
22. Perform other incidental tasks consistent with the goals and objectives of this position.
23. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Light Work- Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently.

TERMS OF EMPLOYMENT:

Salary and Benefits shall be paid consistently with the District's approved compensation plan; 256 days per year; 8-hour shift;

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Educational Staff Personnel.

JOB DESCRIPTION SUPPLEMENT:

Job Description Supplement 1

SALARY SCHEDULE:

Non- Instructional Salary Schedule; Lane 8