

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Facilities Coordinator

QUALIFICATIONS: High School Diploma; technical certifications as appropriate; at least 10 years' experience in a related field.

JOB GOAL: To coordinate and provide leadership in developing, achieving, and maintaining the best possible services in capital improvements, new construction, and maintenance of the system facilities.

REPORTS TO: Chief Financial Officer

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate the knowledge and skills necessary for safe and efficient operation of school facilities.
2. Attends Board Meetings and Work Sessions and prepares reports as needed.
3. Establishes and maintains sound business, school safety, and financial procedures in accordance with Federal and State laws and school system policies.
4. Assists Chief Financial Officer with the bid process.
5. Develops and administers a program for purchasing supplies, materials, equipment and the disposal of surplus property.
6. Plans, budgets, organizes, and supervises new construction, capital improvements, and maintenance for the school system.
7. Read and apply data on all equipment, blue prints, and associated subject matter in the maintenance field.
8. Assign personnel to ensure after hours emergency calls are answered as needed.
9. Monitors, interprets, and reports financial status and operations to Chief Financial Officer and others as needed.
10. Develops and administers in-service professional learning programs for all maintenance and custodial staff.

11. Supervises the development and implementation of procedures for employment, daily work performance, and evaluation of all maintenance personnel.
10. Assists school principals as needed in the development and implementation of procedures for employment, supervision, and evaluation of custodial staff.
10. Keeps informed of all issues and trends in areas of facilities.
11. Ensures the maintenance of all tools, vehicles, and equipment as necessary.
12. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, City of Trussville officials, administrators, certificated and non-certificated personnel, parents, and students.
13. Demonstrates proficiency in written and oral communication.
14. Maintains proper certification by attending professional development courses.
15. Attends all meetings as required by the Superintendent and or Chief Financial Officer.
16. In cooperation with Chief Financial Officer, files Federal and State reports as needed.
17. Performs other duties as assigned by the Superintendent or Chief Financial Officer.

Board Approved: May 7, 2013
Amended: