COORDINATOR OF MAINTENANCE AND OPERATIONS

Purpose Statement

Under the direction of the Director of Facilities Maintenance and Operations, plans, organizes schedules, assigns and performs a variety of skilled duties related to comprehensive maintenance and construction operations on District buildings and facilities; supervises and evaluates the work of assigned skilled and semi-skilled building maintenance personnel.

Essential Functions

- Plans, organizes, schedules, assigns, reviews and performs a variety of skilled and responsible duties related to comprehensive maintenance and construction operations and activities on District buildings and facilities; confers with supervisors and assists with the coordination of day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities
- Assists in developing the five year deferred maintenance plan
- Assists Director of Facilities in supervising the custodial operations for all buildings and grounds
- Directs, supervises and evaluates the work of assigned skilled and semi-skilled building maintenance and ground personnel
- Supervises and participates in a variety of alterations, maintenance, repair and construction projects for District school and office buildings, structures, facilities, equipment, grounds and athletic fields
- Lays out work and develops and prepares work schedules; reviews maintenance reports, blueprints, schematics and work orders and assures compliance and completion; organizes and coordinates daily work assignments and priorities to assure effective workflow; establishes and implements an effective preventive maintenance program; coordinates responses to emergency calls
- Communicates with District principals, administrators and staff to discuss work orders and requests, to schedule and coordinate work projects and to minimize noise and disruption to normal school and office routines, schedules and classrooms
- Coordinates the afterhours response by maintenance staff on alarm calls, snow removal, heating issues etc.
- Prepares and maintains records, files, logs and reports related to assigned activities, personnel and functions
- Coordinates the efforts of staff during emergencies
- Inspects work projects in progress and upon completion to assure compliance with specification, work order, time, safety and District standards requirements
- Coordinates roof snow load monitoring and removal work in the winter
- Assists in the development annual budget recommendations for assigned areas; control assigned budget accounts and expenditures; develops estimated replacement costs and equipment specifications; recommends establishing open purchase order accounts at local vendors
- Assists in determining required time, equipment, materials and supplies for District building and ground maintenance and construction operations and activities; requisitions or purchases a wide variety of materials, supplies, maintenance tools and equipment
- Researches vendors for best source, price and quality of supplies, equipment, tools and vehicles; purchases supplies as needed within established procedures and policies
- Communicates with vendors, contractors and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures
- Works with contractors on work projects; assists in developing specification; requests bids for work to be performed; inspects completed work and work in progress to assure compliance with specifications and applicable laws, codes and regulations
- Operates a variety of tools and equipment related to a variety of the building trades and grounds maintenance
- Establishes and maintains a system for keeping the District in compliance with regulatory requirements such as the Hazardous Materials Business Plan, IIPP, ERP, etc.
- Coordinates public works projects in compliance with local and state bidding laws
- Supervises warehouse and delivery operations

- Other related duties as assigned

Job Requirements & Skills

ABILITY to utilize methods, materials, equipment, and standard practices used in the various building and ground maintenance trades; communicate both orally and in writing; use computers for basic business functions; perform accurate and effective record-keeping techniques

KNOWLEDGE of building construction practices and laws governing the construction and repair of public buildings; principles and practices of supervision and training; appropriate safety precautions and procedures; health and safety regulations; basic qualities of various materials and equipment used for District construction, maintenance and repairs; applicable state, county, and city laws, building codes and regulations related to building maintenance and ground operations; District organization, operations, policies and objectives

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling heavy items weighing over 50 pounds; some climbing and balancing and working at heights; working in an indoor and outdoor environment, some stooping, kneeling, crouching, and/or crawling, significant hand and fine finger dexterity to operate assigned equipment and vehicles, driving a vehicle to conduct work, seeing, hearing, and speaking to exchange information, inspect facilities and make presentations. The job is performed under some temperature extremes and some hazardous conditions, regular exposure to fumes, dust and odors, working with chemicals, solvents and paint, working around and with machinery having moving parts. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
3-5 Years of experience in supervision and management of maintenance and operations

Education
College degree preferred or 5 years equivalent work experience

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
None Specified

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision
Director of Facilities Maintenance and Operations

Salary Grade
Classified Management Range 103B

Work Year
227 Days