

# JOB DESCRIPTION

## **PATERSON** **BOARD OF EDUCATION**

### **FACILITIES**

**4230 Coordinator of Maintenance**

**Page 1 of 5**

**JOB TITLE: COORDINATOR OF MAINTENANCE**

**REPORTS TO: Chief Officer of Facilities and Custodial Services**

#### **NATURE AND SCOPE OF JOB:**

Under the direction of the Chief Officer of Facilities and Custodial Services, plans, organize, direct, schedule, and participate in the maintenance and operations of all Paterson Public School facilities including the general maintenance operations of District-owned facilities; direct and provide technical guidance to assigned staff.

#### **QUALIFICATIONS:**

The Coordinantor of Maintenance shall:

1. Hold A Bachelor's degree in engineering, architecture, industrial management, construction management or a related field and seven years' experience in HVAC installation, mechanical maintenance, facilities maintenance, carpentry or a related field OR an Associate degree and ten years' experience OR no degree and 10 years' experience. Two years increasingly responsible experience in facilities management or a related field is preferred.
2. NJ CEFM issued by the DOE preferred.
3. NJ Black Seal Boiler license or higher
4. Possession of NJDCA electrical, plumbing, or HVACR license preferred.
5. Knowledge of Methods, materials and equipment used in the various school district building construction and maintenance trades, custodial, grounds and vehicle and equipment maintenance areas.
6. Working knowledge of Principles and practices in maintenance management.
7. Principles and practices of management, supervision and training.
8. Safety regulations and codes and safe work practices.
9. Methods of estimating costs of construction and repair of school buildings and grounds.
10. NJ DOE Laws and regulations for construction, operation and repair of educational facilities.
11. District policies and procedures.
12. Business report writing.
13. Budget development and fiscal management.
14. Familiarity with business, clerical and facility computer programs.
15. Possession of valid Driver's License.

# JOB DESCRIPTION

## **PATERSON** **BOARD OF EDUCATION**

### **FACILITIES**

**4230 Coordinator of Maintenance**

**Page 2 of 5**

16. Supervise, plan, coordinate, schedule, and participate in the maintenance operations of district facilities and athletic fields.
17. Prepare and interpret plans and specifications.
18. Lay out and estimate costs of maintenance and operations projects.
19. Maintain records and prepare reports.
20. Prepare long-range construction and alteration plans and goals.
21. Utilize personal computers and controllers.
22. Understand and follow oral and written directions.
23. Establish and maintain cooperative and effective working relationships with others.
24. Strong interpersonal and communication skills and experience
25. Ability to plan, organize, complete assigned work.
26. Ability to analyze and solve problems in a quick and accurate manner.
27. Excellent organizational skills and demonstrated ability to multi-task and prioritize daily tasks.

### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.
4. Official College Transcripts.
5. Employment interview.

### **EMPLOYMENT TERMS:**

The Coordinator of Maintenance shall be employed under the following terms:

1. A full-time, 12-month, classified management position. This position is subject to evening hours and weekends.
2. Salary or hourly wage, benefits, and leave time as negotiated.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### FACILITIES

#### 4230 Coordinator of Maintenance

Page 3 of 5

3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Maintenance responsibilities will include, but not be limited to the following:

1. Coordinate and schedule maintenance services for building systems, grounds, equipment, furniture and facilities maintenance program including deferred maintenance, systemic preventative maintenance, and replacement schedules.
2. Assist in facilities master planning.
3. Maintain and report space utilization inventory.
4. Prepare and submit deferred maintenance plan, and hazardous substance removal plans and requests.
5. Supervise repair and maintenance work on district facilities and equipment.
6. Oversee maintenance and operation staff; participate in the selection of personnel; evaluate maintenance and operations supervisory personnel, review evaluations of maintenance workers and grounds staff; provide technical guidance and direction; assist in transfer, promotion, and salary decisions; identify training needs; recommend policy, procedures and personnel changes.
7. Prioritize and schedule maintenance and operations projects.
8. Ensure quality and responsiveness of maintenance and operations activities.
9. Identify, budget, order repair parts and maintenance and custodial equipment and supplies as needed; maintain and inventory appropriate levels of routine parts and supplies.
10. Participate in the development of annual institutional budgets; develop annual departmental budgets; supervise the development of maintenance, grounds, and custodial budgets; monitor and control expenditures to assure compliance with budgetary constraints.
11. Track status or work / project completion and maintenance and operations activities; refine and adjust resource allocation as appropriate to address institutional priorities and ensure SchoolDude program is fully utilized.
12. Approve work order requests; determine appropriate strategies (in-house -vs. -contracting out).



# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### FACILITIES

#### 4230 Coordinator of Maintenance

Page 4 of 5

13. Supervise periodic analysis of work load to validate ongoing preventative maintenance requirements utilizing SchoolDude reports and data.
14. Review equipment and supply needs, budget and recommend purchase as needed.
15. Review plans and specifications and recommend changes as necessary; recommend need for and methods of altering existing facilities.
16. Communicate with vendors, contractors, and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures; confer Executive Director of Facilities in planning major landscaping, maintenance, or custodial projects.
17. Provide liaison with energy manager, construction project managers and architects on major capital construction and renovation projects.
18. Assure safe operation of a variety of vehicles and equipment, including backhoe, Bob Cats, vans, carts, mowers, trucks, forklift, and power tools.
19. Develop and assure preventative maintenance program for a variety of vehicles including tractors, vans, carts, mowers, trucks, and forklift, Bob Cats, backhoe and power tools.
20. Serve as institutional safety coordinator in conjunction with fire code staff and environmental health officer.
21. As necessary, respond to on-call and emergency situations such as snow, fire, electrical failure, floods etc.; supervise an on-call system for maintenance personnel and rotational emergent response services.
22. Serve as a member on various committees and team as directed.
23. Meet on a regular basis with other instructional and institutional administrative/management personnel for planning, idea sharing, issue resolutions, operational communications, etc.
24. Participate in staff development activities for management/administrative personnel.
25. Serve as evening supervisor on a rotational basis with other administrative/management personnel.
26. Perform other work related duties as assigned.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

# JOB DESCRIPTION

## \_\_\_\_ PATERSON \_\_\_\_ BOARD OF EDUCATION

### FACILITIES

4230 Coordinator of Maintenance

Page 5 of 5

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Standing and walking for extended periods of time, climbing, bending at the waist, reaching overhead, dexterity of hands and fingers to operate computer terminal, and seeing to observe needed repairs.
2. Speak and hear and Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Chemical and solvents, fumes, and working around and with machinery with moving parts, climbing ladders, accessing roofs, working with and around boilers and steam equipment.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

### EVALUATION

The Chief Officer of Facilities shall evaluate the Coordinator of Maintenance in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
\_\_\_\_\_  
Approved

3 - 22 - 21  
Date