Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: Coordinator of Facilities, Maintenance & Operations

Classification:	Management	Work Year:	225 Days
Department:	Facilities, Maintenance, Operations and Transportation	Board Approval:	3/7/13
Reports To:	Director of Facilities, Maintenance Operations & Transportation		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:
Coordinates and supervises the facilities, maintenance, operations, and warehouse employees of the District.

REPRESENTATIVE DUTIES:

- Coordinates, prioritizes, assigns, and supervises the work of the facilities, maintenance, operations, and warehouse employees.
- Visits sites on a regular basis to confer with Site Administrators and Lead Custodians regarding grounds/maintenance and monitors progress of maintenance and grounds work being done by the department and contractors.
- Manages programs for regular preventative maintenance on all facilities and equipment.
- Approves requests for supplies and equipment and authorizations for payment for the department.
- Confers with the Lead Maintenance Worker to review plans for minor building enhancements and other work.
- Participates in selection, transfer, and promotion of assigned employees.
- Evaluates job performance of facilities, maintenance, operations, and warehouse employees.
- Monitors safe working conditions and coordinates District building and facilities security plans.
- Reviews the On-Call Response Program to insure continued effectiveness.
- Assists in development and planning of the annual budget for the facilities, maintenance, operations, and warehouse departments.
- Assist with the training of District custodial staff.
- Investigates complaints concerning Facilities, Maintenance & Operations Department personnel and practices and makes recommendations as appropriate.
- Performs other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

- Five (5) years of combined experience in the maintenance and repair of buildings, including at least two (2) years of supervisory responsibility.
- Education equivalent to the completion of the twelfth grade.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver License and evidence of insurability.
- TB Test Clearance.
- California Department of Justice Fingerprint Clearance.
- All other requirements by law or regulation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies and procedures affecting facilities, maintenance, operations, and warehouse.
- Technology designed to handle the maintenance work order and preventative maintenance programs.
- Methods, practices, equipment, and supplies used in the maintenance and building trades and grounds keeping work.
- Safe working practices for facilities, maintenance, and operations.
- Proper grammar and English when communicating orally and in writing.

ABILITY TO:

- Interpret plans and specifications.
- Plan and organize the work involved in maintenance of buildings, and grounds.
- Coordinate and supervise the work of designated employees.
- Prepare verbal and written reports.
- Supervise warehouse operations including but not limited to, receiving, deliveries, inventory management, surplus management, and archiving of documents.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Drives vehicle to multiple locations.
- May be exposed to the extremes of the outdoor environment and conditions.

PHYSICAL ABILITIES:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct conversations, and monitor work conditions that may require auditory discrimination.
- Understandable voice with sufficient volume and clarity to he heard in normal conversations.
- Sufficient dexterity to write, use telephone, office and media equipment.
- Sufficient mobility to move about the District, drive a car and inspect projects.
- Physical, mental, and emotional stamina sufficient to effectively respond in emergency situations.
- Occasionally performs heavy physical labor.
- Extensive standing, walking and sitting.
- Ability to occasionally lift, carry and/or push/pull objects weighing over 50 pounds.
- Ability to frequently lift and carry objects weighing 25 pounds on a continuous basis.
- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Mobility to stand, stoop, reach, climb and bend.