Position: Coordinator II - Maintenance & Operations	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range E	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator II - Maintenance & Operations supports, and assists in the planning, implementation, and evaluation of the District's Maintenance & Operations programs. This position oversees maintenance of school buildings, grounds, facilities, and operational services to be safe, functional, and supportive of high-quality learning environments. This position works under the direction of M&O leadership to oversee daily operations, prioritize work orders, support staff, and maintain effective systems for preventive maintenance, safety, compliance, and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Assist in the development, coordination, and implementation of districtwide Maintenance & Operations procedures, workflows, and service systems.
- Support day-to-day operations of the Maintenance & Operations department, including work order management, scheduling, and communication with schools/departments.
- Coordinate maintenance, repair, and operational activities across trades such as electrical, HVAC, custodial, plumbing, groundskeeping, carpentry, and general facilities support.
- Monitor and prioritize work orders to ensure timely response, safety, and alignment with district priorities.
- Assist in implementing and monitoring preventive maintenance programs for buildings, mechanical systems, and equipment.
- Conduct site inspections to assess facility conditions, safety concerns, maintenance needs, and compliance with codes, regulations, and district standards.
- Collaborate with site administrators, custodial staff, and trades personnel to support facility readiness, cleanliness, safety, and operational efficiency.
- Help coordinate emergency responses related to facility issues such as leaks, equipment failures, safety hazards, and urgent repairs.
- Work with leadership to evaluate maintenance needs, allocate resources, and plan short- and long-term operational improvements.
- Support procurement and management of supplies, equipment, inventory, and vendor services.
- Provide training and guidance to maintenance, custodial, and grounds staff on procedures, safety practices, and district expectations.
- Assist in monitoring compliance with state and local regulations, safety standards, and environmental requirements related to facilities, equipment, and operations.
- Maintain accurate records, reports, logs, and documentation related to maintenance activities, inspections, safety checks, and operational programs.
- Support implementation of energy efficiency, sustainability, and facility improvement initiatives.
- Participate in planning and coordination of capital projects, upgrades, and facility modernization as

assigned.
- Foster effective customer service by communicating clearly with schools, staff, and community partners regarding maintenance needs, timelines, and follow-up.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 50 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to an Associate’s degree or higher from an accredited college or university with major course work in facilities management, construction management, business administration, public administration, or a related field.
- Experience: Three years of increasingly responsible experience in facilities maintenance, operations, construction, custodial services, or a related field, preferably in a public agency or public education setting, including experience coordinating work orders, supporting maintenance staff, and working with building systems and safety compliance.

LICENSES AND CERTIFICATES

- Valid California driver’s license required