

TITLE: District Maintenance Coordinator

DESIRED

QUALIFICATIONS:

1. High School graduate and other training beyond generic to the assignment.
2. Demonstrated knowledge of the basic principles of construction, maintenance, and management.
3. At least three (3) years of experience in the area of planning or maintaining facilities.
4. Demonstrated experience in a supervisory capacity in either business, industry, or a governmental agency.
5. Experienced in P.C. operation relating to Building Automation Systems and preventive maintenance programs.
6. Chief C Engineer's License preferred or minimum First Class C.

REPORTS TO: Director of Business Services

JOB GOAL: The Building and Grounds Director shall be responsible for those tasks delegated by the Director of Business Services, Superintendent of Schools and School Board which are directly related to the general maintenance of the buildings, equipment, and grounds of the school. This person will work with the Superintendent's office, building principals and other school employees to ensure a well-maintained, safe, and secure educational environment.

Working Conditions:

All employees subject to hazards are equipped per OSHA standards.

Subject to work with biohazard waste.

Subject to temperature changes while performing assigned duties.

May be required to work in extreme hot and cold temperatures.

Subject to the hazards, dust and odors from sanding and painting procedures.

Subject to the hazards, vapors and odors from various cleaning chemicals.

May be subject to work in the vicinity of chronic hazardous materials i.e., asbestos.

May be subject to work with hazardous chemicals.

Subject to work in confined spaces.

Subject to work from elevated work surfaces.

Physical Demands:

Be able to lift 60 pounds using proper lifting techniques.

Be able to lift 120 pounds, with assistance, using proper lifting techniques or equipment.

Able to sit or stand for extended periods of time.

Be able to bend body and arms in all directions to lift and move packages and to perform maintenance duties.

Be able to ascend and descend a ladder while performing maintenance duties.

Bend body at waist downward and forward to perform maintenance duties.
Bend both legs and knees to kneel or place knees on concrete, vinyl, tile, and carpet surfaces.
Extend hands and arms in all directions to perform maintenance and shoveling duties.
Use upper and lower extremities to perform maintenance duties, and upper extremities to handle maintenance equipment, shovel snow and push and open doors.
Use hands to select appropriate keys, insert keys into locks, turn doorknobs, and open doors.
Answer, communicate and dial the telephone in clear, precise voice.
Answer, communicate and use 2-way radio in clear, precise voice.
Personally respond quickly to emergency situations in all areas of the building, assess each situation and take appropriate action.
Have the physical ability to wear a negative pressure respirator and other personal protection equipment as needed.
Perform work in confined spaces, such as, tunnels, boilers, and hot water tanks.
Perform work in high areas, such as, hoists and ladders.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the Maintenance Engineers and Custodians.
2. Recommends to the school board on hiring, transferring, promotion and suspension of personnel.
3. Performs both building and groundskeeping maintenance to ensure a safe and pleasant appearance of the building and grounds, including mowing lawn, raking and snow removal.
4. Repairs plumbing, heating and electrical problems on existing systems. Conducts ground maintenance and maintains a pleasant appearance of the grounds and building.
5. Conducts monthly building and ground inspections of the school facilities.
6. Collaborates with other personnel in unloading freight trucks of food, paper and supplies.
7. Set up lines for sporting events; sound boards or speakers for concerts, set up and clean wrestling mats and sporting equipment and set up bleachers for special events. The incumbent also assists in set-up for special sporting and school events.
8. Work with contractors and staff on the construction of the building.
9. Work with the principals and building and projects team on making decisions regarding moving, furnishing and equipment for construction projects.
10. Verifies personnel hours of employment.
11. Orders and maintains supplies for the Middle/High School building.

12. Maintains the MS/HS building budgets.
13. Recommends maintenance products and policy to the school board.
14. Scheduling and directing Maintenance Department employees' hours and daily work assignments.
15. Discipline of Maintenance Engineers and Custodians.
16. Is in charge of building security and emergency building problems.
17. Employee is responsible to be knowledgeable about all district policy.
18. Serve as Indoor Air Quality Coordinator for the District.
19. Ensure that all regulations and laws regarding application and use of pesticides are adhered to and the District remains in compliance in that area.
20. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management as required.

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.