

COORDINATOR (MAINTENANCE, CONSTRUCTION AND GROUNDS)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Superintendent plans, directs and organizes the maintenance, construction, and grounds activities of the district.

ESSENTIAL JOB FUNCTIONS:

- Serves as the direct supervisor of the maintenance, construction and grounds projects and staff;
 - Coordinates, implements, and supervises the construction, modernization, reconstruction, and relocation of new and existing schools and District facilities.
 - Supervises assigned maintenance personnel in the performance of their duties; reviews and checks the work of maintenance personnel; and prepares work schedules for maintenance personnel.
 - Supervises assigned grounds personnel in the performance of their duties; reviews and checks the work of grounds personnel; and assists in preparing work schedules for grounds personnel.
- Inspects buildings and grounds, determines the work needed for maintenance, organizes and plans a systematic program of preventive maintenance and upkeep.
- Consults with and advises architects and contractors on the design construction or alteration of school buildings and landscaped areas, reviewing and assisting in making changes to plans and specifications.
- Plan, organize, and supervise the inservice and training programs for maintenance and grounds personnel.
- Estimates project costs and prepares budget requests indicating priority for work to be performed.
- Prepares estimates of construction and labor costs and verifies with the actual costs when work is completed.
- Prepares specifications for materials to be used, inspects work done for compliance with standards established.
- Coordinates with Manager of Custodians, and Manager of Transportation.
- Recommends employment and assignment of personnel as required.
- Supervises large-scale repair work or unusual projects undertaken by district personnel.
- Confers with the site principals on maintenance and operations problems and makes recommendations as required.
- Maintains complete records and maps of utility systems and changes made in these systems.
- Recommends the annual maintenance budget.
- Makes recommendations concerning purchase of materials and equipment.
- Directs and maintains records for MSDS/Hazardous Waste.
- Responds to emergency and unforeseen situations as required.
- Performs other duties as directed by the Superintendent.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

KNOWLEDGE OF:

- Tools, materials, working practices, and methods of the building trades.
- Ability to train and supervise personnel
- Ability to plan and supervise a maintenance program, materials and equipment, and working procedures and methods required in the day-to-day upkeep of school buildings and grounds.
- Ability to prepare estimates of the materials and labor cost of maintenance projects.
- General terms, procedures, and practices used in the planning, design, construction, and rehabilitation, remodeling, maintenance and operation of district facilities.
- Requirements of California Education Code, and Building Code, MSDS/Hazardous Waste, and State agencies (DSA, OPSC) as they apply to the facility planning and construction process.

SKILL AND ABILITY TO:

- Plan, organize, and direct the maintenance and grounds activities of the district.
- Develop and monitor work schedules.
- Operate a motor vehicle.
- Assure compliance with federal, state, and local laws and regulations.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

- Indoor and outdoor environments;
- Driving a vehicle to conduct work.

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time;
- Reach in all directions;
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds;
- Bend, twist, kneel, and stoop;
- Write legible reports;
- Read notes, memos, and printed material;
- Speak clearly and communicate effectively.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of satisfactory service as a maintenance/construction/grounds man.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and evidence of insurability; Possession and maintenance of Building Inspector and Management Planning for Asbestos certification; Possession and maintenance of Building Inspector and Assessor for Lead-Related Construction certification; Possession and maintenance of Building Project Inspector certification; Possession and maintenance of Class IV Workplace Safety Assistant Coordinator certification; T. B. test clearance; California Department of Justice and FBI fingerprint clearance.

WORK YEAR:

260 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our Personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Update: June 28, 2016
Update: June 10, 2014
Board approved on June 9, 2009