

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Coordinator of Facilities
Job Family: Facilities
Department: Facilities
Typical Work Year: 12 months

Pay Grade: Administrative
FLSA Status: Exempt
Prepared Date: July 1, 2016

SUMMARY: Manage and supervise facility and grounds maintenance including new construction, renovations, planning, design, maintenance, and energy. Provide leadership and guidance in these areas to ensure short and long-range planning for district facilities. Ensure compliance with local, state, and federal codes and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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| D | 30% | Plan, organize, and manage programs, projects and activities related to district facility maintenance including new construction, renovations, planning, design, maintenance, and energy. |
| D | 15% | Supervise, evaluate and manage the performance of facility department personnel. Provide human resources administration for facility personnel such as hiring, mentoring, performance evaluation, discipline, training, coordinating workloads and scheduling. Coordinate facility operations with site administrators; resolve issues and conflicts. Maintain excellent communications with and customer service to all district facilities. |
| D | 10% | Conduct on site performance inspections for quality and safety control. Ensures that buildings are maintained in a safe condition. Reviews documents and completed assignments for conformance with efficient trade practices, blueprints, and other established specifications. |
| D | 20% | Responsible for approval of budgets for facility planning, construction, design, maintenance, and energy. Forecast and budget for short and long term departmental and capital expenditures. Arrange for all building and maintenance contractors and subcontractors. |
| D | 10% | Provide technical expertise regarding the development of the district's short and long-range facility planning and utilization. |
| D | 5% | Meet with local government officials for building inspection, planning, construction, and site development, facility rental contracts, water quality, etc. |
| D | 5% | Comply with regulations and laws by reviewing OSHA updates, working with the city and county for compliance with codes, recommending needed changes in buildings for compliance with safety regulation and Americans with Disabilities Act, applying for permits, etc. |
| Ongoing | 5% | Perform other duties as assigned including snow removal and on-call duties. Respond to emergencies as required. |

EDUCATION AND TRAINING: Bachelor's degree in related field **OR** equivalent of advanced training in the trades supervised or a minimum of seven years of experience in one or more of the trades supervised.

EXPERIENCE: Five to seven years of experience in construction-related trade or profession including at least three years of supervisory experience.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license required. Depending on the areas of responsibility the following may be required or preferred: Applicable City Construction licenses preferred; Asbestos Certification preferred, required 6 months after hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Strong communication, language, interpersonal and supervisory skills
- Knowledge of building maintenance, materials, hardware, and equipment.

- Knowledge of mechanical systems (electrical, plumbing, HVAC)
- Knowledge of problems, procedures, and methods used in inspecting, analyzing, determining repair and maintenance work to be done, materials to be used, and best processes to complete identified projects
- Ability to prioritize tasks and adapt to changes without notice
- Ability to establish and maintain effective work practices and safe work areas
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures
- Ability to communicate, interact and work effectively and cooperatively with people
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.
- Operating knowledge of custodial methods and procedures
- Operating knowledge of basic custodial equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Chief Operations Officer
Direct Reports: Facility Department Staff

BUDGET AND/OR RESOURCE RESPONSIBILITY: Responsible for the development and implementation of the Facilities budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		

Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	