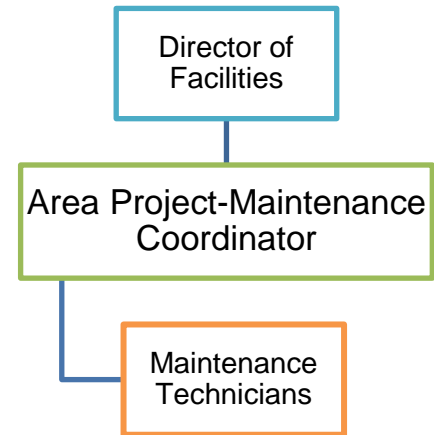


AREA PROJECT - MAINTENANCE COORDINATOR

Job Title:	Area Project – Maintenance Coordinator
Initial:	May 12, 2016
Revised:	
Work Year:	261 Days
Office:	Operations
Department:	Facilities
Reports To:	Director of Facilities
FLSA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 16

Related Organization Chart



POSITION SUMMARY: The Area Project – Maintenance Coordinator reviews, oversees and approves completion of all site projects regarding building or campus improvements in a designated zone, such as maintenance and repair of building structures, associated systems and equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary.

- Schedule and direct a crew of Maintenance Technicians involved in craft specialties.
- Provide training, work direction and guidance while performing work in one or more of the skilled trades.
- Assist supervisor in scheduling work and determining needs for equipment and supplies.
- Report to supervisors regarding work completed referring unusual technical or personnel issues to the supervisor.
- Provide input to performance reviews; monitor work of assigned crew members.
- Perform a variety of skilled work in the maintenance and repair of District facilities and equipment.
- Prioritize, schedule, assign and coordinate the work of assigned staff to accomplish a wide variety of duties related to the building trades.
- Construct, rebuild and repair District equipment and facilities including various wood and metal structures, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required
- Assure compliance with appropriate safety practices and procedures and with applicable federal, State and local codes, regulations and requirements.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Supervisor in scheduling, coordinating and overseeing various maintenance activities and projects regarding building, campus or site project improvements in designated zones.
 - Recognizes opportunities for improvement and/or implements improved methods within the limits of authority.
 - Represents the district in a positive manner through courteous behavior and professional actions.
 - Speaks to students, parents, colleagues, and community with respect and dignity.
 - Supports the ideas, efforts, and accomplishments of others.
 - Uses team concepts to plan, problem solve, and share space, equipment, resources, and knowledge with coworkers.
 - Perform other duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High School Diploma or equivalent.
- Must be at least 18 years of age.

Experience:

- Four years of experience in the area of facility general maintenance and improvements including and basic understanding of building maintenance and care, i.e. carpentry, plumbing, electrical, drywall and painting.

Knowledge, Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Basic math and accounting skills.
- Ability to read and understand construction drawings, and specifications.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability and willingness to be on call and/or respond to calls 24/7.
- Ability to maintain excellent attendance.
- Knowledge of and experience with facility maintenance and custodial standards.
- Knowledge of operation and safety procedures for the following: Floor and carpet maintenance equipment, cleaning chemicals, building systems, HVAC, fire alarms, intercoms, outdoor equipment such as tractors, snow blowers, weed eaters and mowers, and various lifts used at the District.
- Ability to keep up-to-date technically and apply new knowledge to the job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies and regulations, and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.
- Operating knowledge of and experience with personal computers and peripherals.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Operating knowledge of skills in using hand and power tools, equipment and materials of trades.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.
- Lock Out – Tag Out Training required within 6 months after hire.
- 2 hour AHERA Training required within 6 months after hire.
- MSDS and Right to Know required within 6 months after hire.
- Confined Space Training required within 6 months after hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.