

COORDINATOR OF MAINTENANCE AND OPERATIONS

DEFINITION

Under the supervision of the Assistant Superintendent, Facilities/Planning, assists in the development of policies and procedures relating to maintenance, operations, and electronics; be responsible for supervision and coordination of management staff in relation to the repair of school facilities and equipment; coordinates planning, directing and activities related to construction, remodeling, and reconstruction of facilities within the District.

DISTINGUISHING CHARACTERISTICS

This is a single class position characterized by the responsibility to coordinate in development and implementation of policies and procedures to successfully manage the maintenance and repair program of the District. Coordinates the planning and review of new construction, modernization, drawings, and specifications for all projects.

OCCUPATIONAL GROUP

Classified (Management)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Coordinate development of the annual budget to assure efficient maintenance of facilities and grounds, and the replacement of necessary equipment. **(E)**
2. Establish schedules for on-going preventive maintenance programs, summer site maintenance work schedules (this includes, but is not limited to, paving, roofing, exterior contract painting, plumbing and irrigation, HVAC, low voltage communication and line replacement).
3. Coordinate planning, design, implementation, inspection and evaluation of District projects (including deferred maintenance plan and capital facilities projects). **(E)**
4. Coordinate supervision of work pertaining to plans, specifications and bid documents for remodeling, repairing, demolition, and improving buildings, sites and installations not under the jurisdiction of a commissioned architect. **(E)**
5. Test and schedule replacement of school site main power lines and switch gear. **(E)**
6. Maintain required inventory levels for maintenance, grounds, and electronics supplies.
7. Coordinate selection of inspection services for District projects. **(E)**

8. Inspect all buildings to identify repair and/or replacement needs and provide information on method, type, and required documentation; inspect buildings and facilities in response to earthquake and fire damage; inspect all District buildings and provide input and updates to Maintenance Department staff for needs assessment and deferred maintenance projects; assist other department managers in technical and other mandated requirements. **(E)**
9. Plan, assign and evaluate the work of Maintenance personnel for routine repair and maintenance, including emergency tasks throughout the District.
10. Coordinate monitoring and training of department staff. **(E)**
11. Attend construction meetings and provide recommendations. **(E)**
12. Provide vacation and temporary relief as required, and emergency call-in service on a monthly schedule.
13. Make recommendations to the Assistant Superintendent, Facilities/Planning, for architectural services, maintain contact with technical consultants and specialists on issues related to design and construction. **(E)**
14. Coordinate development of recommendations for selection and purchase of new school sites and modifications to existing campus areas. **(E)**
15. Assure compliance with the Division of the State Architect specifications and requirements.
16. Coordinate verification and approval of requests for payment; follow up on reported deficiencies and other complaints arising during construction or rehabilitation guarantee period. **(E)**
17. Utilize project management systems, practices, methods and techniques to evaluate progress relative to District projects.
18. Maintain liaison with other public agencies as necessary.
19. Perform other duties as related and assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Methods, materials, and equipment used in the various crafts, including carpentry, plumbing, painting, electrical, air conditioning and roofing work;
- Principles of organization, supervision, and training;
- Laws, rules and regulations affecting the maintenance and repair of school facilities;

- Principles and practices related to the use, maintenance, and repair of locks and time mechanisms;
- Operations and maintenance of pumps, large electric motors, electrical switching gear and high voltage;
- Computer technology and methods used in processing/accessing information;
- Terminology, methods and practices used in architectural design;
- California building codes;
- Department of State Architect requirements and specifications;
- Current theory of energy efficient and safe architectural design and effective educational program utilization;
- State and local zoning regulations;
- Procedures in submission and acceptance of bids;
- CAL/OSHA regulations;
- Project management and reporting systems and methods;
- Current methods of funding school facilities;
- Asbestos abatement requirements;
- School planning;
- Effective design and construction safety practices, methods and materials of building construction and facilities management.

Ability to:

- Estimate accurately the cost of repair and construction work;
- Read blueprints, sketches and construction documents, and interpret these to others;
- Plan, coordinate, supervise, and evaluate the work of subordinate personnel;
- Train staff in a variety of maintenance skills;
- Maintain accurate activity and expenditure records for maintenance and repair projects;
- Adjust work hours to fit program needs, including response to emergency situations outside of regularly scheduled work hours;
- Understand and carry out oral and written instructions and communicate with others in a clear manner;
- Maintain a record-keeping system for District-wide programs such as energy management, deferred maintenance;
- Establish and maintain effective working relationships with District and site staff;
- Evaluate construction schedules to assure that construction is accomplished efficiently in relation to instructional needs;
- Assist in the design of efficient and safe facilities;
- Interpret a wide variety of maps, architectural drafting and drawings, and State, local and architectural laws, regulations and requirements;
- Interpret data from a variety of sources to extract necessary data in development of reports;
- Prepare clear, concise reports and presentations;
- Interpret building trades work practices and building codes;
- Perform routine inspections of ongoing construction work;
- Demonstrate problem-solving skills in situations involving multiple trades or disciplines;
- Record and document facility and equipment history.

EDUCATION AND EXPERIENCE

Completion of a Bachelor of Science Degree in Engineering or a related field to assure job performance. B1 license as a general building contractor desirable. Ten years skilled experience in maintenance and/or construction work, including a minimum of three years supervisory experience with increasing responsibility. Demonstrated experience in: construction, technology, architecture, engineering or related field, Federal, State, and local regulations as it relates to facilities maintenance.

WORKING CONDITIONS

ENVIRONMENT

- Office environment;
- Attend meetings;
- Constant interruptions;
- Demanding timelines;
- Indoor/outdoor environment;
- Occasional evening and/or variable hours;
- Work site inspections;
- Occasional on-the-road driving;
- Occasional driving in adverse weather conditions.

PHYSICAL ABILITIES

- Hearing and speaking to exchange information in person and on the telephone;
- Visual ability to read, prepare/process documents;
- Sitting or standing for extended periods of time;
- Kneeling or crouching;
- Visual ability to read and to prepare/process documents;
- Reaching overhead, above the shoulders and horizontally;
- Sitting for extended period of time;
- Walking over rough or uneven surfaces.

HAZARDS

- Climbing, occasional use of step ladders;
- Large vehicle noise;
- Stress from work complexities;
- May be exposed to contact with uncooperative or abusive individuals;
- Working around and with office and other equipment having moving parts.

LICENSES AND OTHER REQUIREMENTS

The following licenses must be secured during the probationary period and are a requirement for permanent status: a Hazardous Material Training Certificate, a certificate in Asbestos

Abatement Inspector/Manager, and certificate from the Department of State Architects for Inspection Services.

Must possess, or obtain prior to appointment, a valid California Vehicle Operator's License. Must have the ability to obtain and maintain insurability status under the District's Vehicle insurance policy.

Board Approved: 11/02/00