

COLONIAL BEACH PUBLIC SCHOOLS POSITION DESCRIPTION

Job Title: Coordinator of Maintenance

General Description:

Ensures that the facilities are safe, maintained and cleaned, and operated efficiently.

Requirements:

- Has a high school diploma.
- Has at least five years of experience in private industry or a school division in supervision of personnel.
- Has experience in custodial support or evidence of experience in related areas which support the required knowledge/skills/abilities.
- Thorough knowledge of the principles, practices and procedures of occupational hazards, safety requirements and methods and practices used in the repair of maintenance of buildings and facilities
- Has demonstrated the professional and personal characteristics necessary for working effectively with school personnel.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individual with disabilities to perform the essential functions.

Reports To: Superintendent/Director of Finance

Essential Job Functions:

1. Conducts weekly & monthly inspections of each building in the division to evaluate the required cleanliness and repairs.
2. Installs and performs minor repairs to school building equipment
3. Works with custodial/maintenance staff to establish and efficiently conduct daily routines and coordinate these activities.
4. Manages supplies and equipment to include inventory of supplies and equipment, equipment logs and assist with obtaining quotes for custodial/maintenance supplies and equipment.
5. Coordinates work projects for each school in consultation with the principal.
6. Assists the principals and staff with facilities related concerns.
7. Investigates reports of poor air quality, recurring maintenance failures, and develops solutions.

8. Conducts periodic inspections of building, equipment, systems and areas to detect hazards, defects in construction and equipment and areas of possible improvement efforts.
9. Assist in grounds keeping and security requirements for each building
10. Assist when needed to all emergencies in the school system affecting the school plant
11. Follows federal, state, and local policies with regard to finances.
12. Uses accepted procedures for receiving and disbursing funds.
13. Completes required reports.
14. Assists in completing safety audits for all schools in cooperation with the school principal and the state agency.
15. Assures schools meet fire drill requirements and maintains a file of such.
16. Assures the facilities meet OSHA requirements.
17. Assist with grounds maintenance to include grass cutting and trimming school property
18. Assist with special event set up (per principal request)
19. Audits monthly energy usage and makes energy saving recommendation to the principals and the Superintendent.
20. Manages emergency situations as they occur.
21. Performs other tasks as assigned by the Director of Finance and Superintendent.

Professionalism:

1. Performs all duties responsibly, accurately and in a timely manner.
2. Disseminates information in a timely manner.
3. Speaks and writes clearly and appropriately.
4. Maintains a professional appearance and demeanor.
5. Maintains an acceptable personal work space.
6. Relates to co-workers, customers/staff and resolves concerns in an ethical and professional manner.
7. Demonstrates good character and integrity.
8. Respects confidentiality.
9. Assumes responsibility for personal actions.
10. Represents the school division favorably in the school community.
11. Maintains proper licensure and certification.
12. Is punctual and has good attendance.
13. Is flexible and open to change.
14. Makes a positive contribution to the overall climate in the workplace.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects, materials, and/or controls; reach with hands and arms; and talk and hear. The employee must be able to stand, walk, sit, stoop and kneel. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Driving to various school facilities is required.

Work Environment: Public school/office setting and construction sites.

Terms Of Employment: 12 months/Full-Time/Non-Exempt.

Evaluation: An annual evaluation will be conducted by the Director of Finance or Superintendent in accordance with the provisions of Colonial Beach School Board policies.

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