

## Central Office Administration

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**TITLE:** OPERATIONS & MAINTENANCE COORDINATOR

**REPORTS TO:** Business Administrator/Management Services Director

**QUALIFICATIONS:**

1. Black Seal License
2. Appropriate educational background
3. Demonstrated knowledge of the basic principles of construction, maintenance, security, groundskeeping, custodial operations, and employee safety.
4. At least three (3) years experience in a supervisory capacity in either business, industry, or governmental agency.
5. At least three (3) years experience in the area of planning or maintaining physical facilities
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**SUPERVISES:** All maintenance and operations personnel under his/her authority

**JOB GOAL:** The primary responsibility of the Operations and Maintenance Coordinator shall be to provide continuous supervision and the necessary expertise for all aspects of the physical school facilities.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in the recruitment, employment, assignment, transfer, promotion, demotion, and dismissal of maintenance and operations personnel.
2. Organize and implement an in-service program on the proper operation and maintenance of school facilities for departmental personnel
3. Schedule work routines for maintenance and operations personnel
4. Develop and manage the maintenance and operations budget.
5. Prepare bid specifications for items relating to maintenance and operations of all school facilities.
6. Authorize the purchase of necessary equipment and supplies required for the maintenance and operations of school facilities.
7. Design, organize and implement a preventative maintenance program.
8. Plan district custodial services and assist with the evaluation of the daily performance of these services.
9. Prepare work schedules for maintenance personnel and make daily work assignments.
10. Supervise the overall maintenance and operation of all buildings and grounds including mechanical and electrical operating systems.
11. Conduct periodic inspection of all school facilities to insure fire and operational safety.
12. Supervise and inspect work performed by outside contractors and verify that the contract terms have been fulfilled.
13. Provide construction management and supervision for all district building programs.
14. Establish appropriate maintenance, groundskeeping and custodial requirements for each building.
15. Develop and maintain files for all buildings. These files should contain blueprints, plans, specifications, contracts, bids, and other pertinent information relative to building construction, maintenance and operation
16. Participate in a process of developing architectural and mechanical plans for renovations and new construction.
17. Provide environmental management and maintain proper records on environmental issues.
18. Management of district-wide Energy Management Program.
19. Perform any other duties as assigned by the Business Administrator/Management Services Director.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.

**APPROVED:** August 3, 2004