

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT  
Position Description

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TITLE:	Coordinator, Maintenance & Grounds	REPORTS TO:	Director I, Maintenance & Grounds
		CLASSIFICATION:	Classified Management
DEPARTMENT:	Buildings and Grounds		
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 12, 2018	SALARY:	Range G, Management, Tier IV

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**SUMMARY DEFINITION:**

Plan, organize, coordinate, and supervise grounds and maintenance activities and the construction, repair, renovation, and special projects assigned to maintenance staff; prioritize, schedule and assign daily work; train, supervise, and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to be representative of the principal job elements.)

Plan, organize, coordinate, and supervise grounds and maintenance activities and the construction, repair, renovation, and special projects assigned to maintenance staff; drive a vehicle to visit work sites to review and inspect work in progress and completed projects. **E**

Receive and review incoming job orders; plan, organize, prioritize, and assign daily work for maintenance and grounds; distribute work orders and dispatch crews to work sites as appropriate.

Train, supervise and evaluate the performance of assigned staff; process personnel records; make recommendations regarding staffing; assist with interviewing, selection, discipline, and termination of assigned staff according to bargaining unit agreements and District policies and procedures. **E**

Research, evaluate and confer with vendors regarding supplies, materials and equipment; order supplies and materials according to established procedures. **E**

Communicate with District personnel and departments to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding grounds, maintenance, or special projects; confer with District personnel regarding grounds and maintenance needs. **E**

Prepare and maintain records and reports of department operations and activities such as assignment and scheduling of work, attendance accounting, annual planning and performance reports, and related documents as directed. **E**

Assist with security of District facilities, hazardous materials program, asbestos abatement, environmental safety, energy management, emergency repairs and emergency preparedness as directed. **E**

Develop and present information and reports regarding maintenance and grounds programs and issues. **E**

Prepare estimates, cost data and other reports. **E**

Monitor and review invoices and purchase orders; assure appropriate stock levels are maintained for the grounds and maintenance staff. **E**

Utilize computer hardware and software including spreadsheets, database management, word processing, and other programs to efficiently and effectively perform assigned functions. **E**

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: BA or BS Degree in management, business, maintenance engineering, or related field; six years of experience related to areas of responsibility, with at least one year in a supervisory or leadership capacity.

**LICENSES REQUIRED:**

Valid California Driver's License

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Requirements of maintaining grounds, buildings and facilities in good repair  
Applicable building codes, ordinances, OSHA requirements, regulations and safety precautions  
Technical aspects of grounds and maintenance work  
Proper methods, materials, tools, terminology and equipment used in grounds and maintenance work  
Management principles and practices  
Training techniques and providing work direction  
Computer hardware and software including spreadsheets, databases, word processing, and other software  
Quality and adaptability of various materials and their uses for specific projects  
Board policies and procedures and District rules and regulations  
Bargaining unit agreements  
State of California Education Code and Public Contract Code  
Budget and record-keeping techniques  
Hazardous materials, herbicides, and other chemicals used in grounds and maintenance work  
Methods of propagation, cultivation, pruning, and caring for plants, flowers, trees, shrubs, and turf  
Landscape design and methods of preparing soil for planting  
Plant diseases, pests, and eradication methods  
Proper uses and applications of various fertilizers

ABILITY TO:

Meet District standards of professional attitude as outlined in the Code of Ethics for management employees  
Establish and maintain cooperative and effective working relationships with others  
Train, supervise and evaluate the performance of assigned staff  
Plan, organize, coordinate and supervise grounds and maintenance activities  
Prioritize and assign daily work appropriately  
Prepare cost estimates, analyze and interpret data  
Work from blueprints, shop drawings and sketches  
Inspect facilities for maintenance and repair needs, and fire, safety and health hazards  
Read, interpret, apply, and explain rules, regulations, policies, and procedures  
Observe legal and defensive driving practices  
Prepare and maintain complex records and reports  
Operate a variety of office equipment including computers  
Operate hand tools, power tools and other equipment used in grounds and maintenance work  
Make mathematical computations quickly and accurately  
Meet schedules and timelines  
Understand and follow oral and written directions in English  
Communicate effectively both orally and in writing.  
Develop and maintain Preventive Maintenance Standards and Procedures

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor and outdoor work environment; driving a vehicle to conduct work; constant interruptions; seasonal heat and cold or adverse weather conditions.

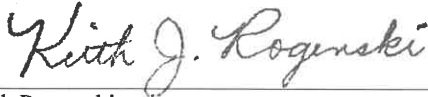
PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and interpret documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools, computers, and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; lifting heavy objects; climbing ladders and working from heights; walking over rough or uneven surfaces to conduct inspections.

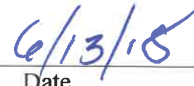
HAZARDS:

Working on ladders or scaffolding; fumes from paints, solvents, and other materials; working around and with machinery with moving parts; dealing with hazardous materials.

**APPROVALS:**



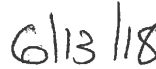
Keith Rogenski  
Assistant Superintendent, Human Resources



Date



Rick Schmitt  
Superintendent



Date