

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Maintenance Coordinator	REPORTS TO:	Maintenance Supervisor
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 days
BOARD APPROVAL:	June 5, 2007	SALARY:	Management Salary Schedule Tier IV – Range M

SUMMARY DEFINITION:

Under general direction of the Maintenance Supervisor this position plans, organizes, coordinates, prioritizes, schedules and supervises the daily work for grounds and maintenance staff. Oversees repairs, renovations and special projects assigned to maintenance staff. Acts as the primary interface between departments, sites, or work groups. Work requires initiative, judgment, and excellent verbal communication skills as there is considerable verbal contact with school administrators, department directors, contractors and material vendors.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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 accurately reflect the principal job elements.)

E = Essential Functions

Assist the Maintenance Supervisor to plan, organize, coordinate, schedule and supervise daily work for grounds and maintenance. Oversee, with help from the Maintenance Supervisor, repairs, renovations and special projects assigned to maintenance staff. **E**

Provides initial response to calls for service, assesses maintenance needs, and routes a work order to appropriate maintenance craftsman. **E**

Receive and review incoming work requests, plan, organize, and prioritize work requests for maintenance and grounds. Assist Maintenance Supervisor with field supervision of maintenance and grounds staff to insure work requests are completed. **E**

Prepares technical specifications for equipment, or renovation work, and bid specifications for construction and repair work done by outside contractors. **E**

Reviews and interprets construction drawings, blueprints, plans and specifications. **E**

Participates in the development of the maintenance operating, capital improvement and deferred budgets and estimates material and labor cost figures for maintenance repair and construction projects. **E**

Work with Maintenance Supervisor and vendors to order supplies, materials and equipment so maintenance staff can complete work request and special projects on schedule. Assure appropriate stock levels are maintained for maintenance and grounds staffs. **E**

Work with Maintenance Supervisor to communicate with District personnel and departments to coordinate activities and resolve issues, concerns and questions regarding grounds, maintenance or special projects. **E**

Assist in developing and maintaining information and reports to management regarding maintenance and grounds programs and issues. **E**

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Work with Maintenance Supervisor to develop and maintain a Strategic Plan for the grounds and maintenance department. This will include undertaking condition assessment of physical plant and equipment and their infrastructure, ensuring that outcomes are reflected in the maintenance deferred program. E

Ensure that all drawings and operational manuals are received and registered and are maintained current during the life cycle of the building asset and associated warranties. E

Work with consultant on LEED Certification for schools. E

Utilize computer hardware and software including spreadsheets, database management, word processing and other programs to efficiently and effectively perform assigned functions. Produce reports, contracts and project related documentation using a range of Microsoft Office software, including MS Project. E

Perform related duties as assigned.

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: BA or BS in management or a related field. 4 years experience related to areas of responsibility, with at least one year in supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of this position.

KNOWLEDGE OF:

Methods, tools, materials and practices used in the maintenance and construction of public school facilities.
Requirements of maintaining grounds and landscaping.
Construction estimating practices and current labor and material costs.
Applicable building codes, ordinances, OSHA requirements, regulations, hazards and safety precautions.
Technical aspects of grounds and maintenance work.
Proper methods, material, tools, and equipment used in grounds and maintenance work.
Training techniques and providing work direction.
Computer software, including spreadsheets, database, 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.
State of California Education codes and public contract codes.
Hazardous material used in grounds and maintenance.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board policy E-4219.92, Code of Ethics for Classified Employees.
Establish and maintain cooperative and effective 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.

- 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.
- Meet scheduled and times.
- Understand and follow oral and written directions in English.
- Communicate effectively both orally and in writing.
- Maintain Preventive Maintenance Standards and Procedures.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer and use Microsoft Office XP or higher, databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, data storage and calculations.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK 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 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.

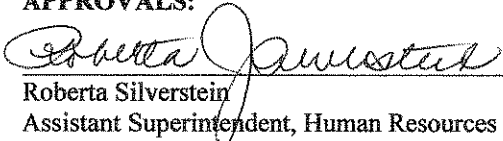
HAZARDS:

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

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment and subsequent random drug testing, and pre-employment fingerprinting and TB testing.

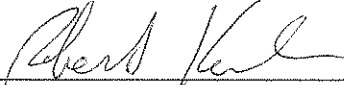
APPROVALS:



 Roberta Silverstein
 Assistant Superintendent, Human Resources

6/5/07

 Date



 Robert Kessler
 Superintendent

6/6/07

 Date