

**Job Title:** COORDINATOR, MAINTENANCE  
**Reports to:** Operations Director  
**Dept./School:** Maintenance  
**Wage/Hour Status:** Exempt  
**Date Revised:** April 17, 2023

### **Primary Purpose**

Direct and manage maintenance operations. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's degree, preferred

### **Special Knowledge/Skills**

Knowledge of basic principles of construction, and school plant maintenance  
Ability to manage budget and personnel  
Ability to coordinate district function  
Ability to interpret policy, procedures, and data  
Ability to read blueprints and schematics  
Strong organizational, communication, and interpersonal skills

### **Experience**

Three years supervisory experience in maintenance operations  
Five years experience in maintaining a large plant or building

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Building Maintenance and Repair**

1. Direct and manage maintenance and repair operations of the district.
2. Receive and process work orders for repair and maintenance of buildings.
3. Develop and maintain written departmental procedures for maintenance, repair, and operations of all district buildings and equipment.
4. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

### **Policy, Reports, and Law**

5. Implement federal and state law, State Board of Education rule, and local board policy in maintenance area.
6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in maintenance area.
7. Prepare data necessary to process maintenance payroll.

### **Budget and Inventory**

8. Administer maintenance budget and ensure that programs are cost-effective and funds are managed prudently.
9. Compile budgets and cost estimates based on documented program needs.
10. Plan and direct inventory and stock control program for equipment and supplies.
11. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
12. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
13. Approve and forward invoices and purchase orders for maintenance department to Operations Director.
14. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

### **Personnel Management**

15. Assign work to maintenance personnel and oversee completion.
16. Prepare, review, and revise job descriptions in maintenance department.
17. Evaluate job performance of employees to ensure effectiveness.
18. Recruit, train, and supervise maintenance personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

### **Safety**

19. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
20. Ensure that equipment is maintained in operating and optimum condition.

### **Other**

21. Perform disaster duty when needed.
22. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
23. Respond to after hours emergencies as needed.
24. Perform other duties as assigned by supervisor.
25. Maintain confidentiality of information.

### **Supervisory Responsibilities**

26. Supervise and evaluate performance of skilled craftsmen, and support staff assigned to maintenance department.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Frequent district-wide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_