**JOB DESCRIPTION FOR: Maintenance and Facility Coordinator**

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REPORTS TO: Assistant Superintendent for Student Services and Support

QUALIFICATIONS: As established by the Board of Education

GENERAL RESPONSIBILITIES:

To coordinate, in collaboration with the Maintenance Supervisor, the maintenance, repair and/or

construction of all district-owned equipment and major facility functions.

DUTIES:

1. Provide training, work direction and guidance while performing work in one or more of the skilled trades.
2. Assist maintenance supervisor in scheduling work and determining needs for equipment and supplies.
3. Report to maintenance supervisor regarding work completed, and refer unusual technical or personnel issues to the supervisor.
4. Perform a variety of skilled work in the maintenance and repair of district facilities and equipment; prioritize, schedule, assign and coordinate the work to be accomplished.
5. Construct, rebuild and repair district equipment and facilities including various wood and metal structures, equipment and furniture; prepare surfaces for painting and varnishing and apply surface coverings as required.
6. Perform various refrigeration, plumbing and heating-related duties; cut, thread, assemble and lay pipe; assist in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; diagnose and repair electronic ignition systems for heaters, furnaces and hot water heaters; perform maintenance needed to ensure appropriate functioning of athletic field sprinklers and school sprinkler systems.
7. Assist in the purchase, installation, maintenance and repair of electrical wiring and fixtures; perform trouble-shooting to repair or replace fans and motors; perform repairs to motors, bells, clocks and lighting circuits.
8. Estimate cost of labor and materials for work orders; obtain competitive prices for equipment and supplies needed by the district.
9. Perform a variety of skilled building maintenance including repairs to doors, windows, roofs, gutters, and other building parts; construct or assemble furniture and other wood and metal structures; install and assist in maintaining grand master lock systems and electrical security systems.

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**JOB DESCRIPTION FOR: Maintenance and Facility Coordinator (Continued)**

1. Perform skilled maintenance and repair on mechanical and electrical equipment; test and replace circuits; coordinate emergency repairs and large complex projects; troubleshoot and correct defective switches, receptacles, ballasts and other wiring; perform routine mechanical and electrical maintenance.
2. Operate a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.
3. Assure compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
4. Maintain various records related to labor, materials and work orders.
5. Operate light trucks to pick up and deliver equipment and supplies.
6. Operate a variety of equipment needed to maintain district grounds, to include tractors and mowers.
7. Maintain oversight of the district pool, to include chemical treatment systems, cooling towers, boilers, and grounds.
8. Apply chemical treatment as needed to maintain grounds surrounding buildings and athletic fields.
9. Perform related duties as assigned.

KNOWLEDGE OF:

1. Scheduling, laying out and assigning work.
2. Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, and welding.
3. Appropriate health and safety precautions and procedures.
4. Technical aspects of field of specialty.
5. Proper methods of storing equipment, materials and supplies.
6. Basic record-keeping techniques.
7. Requirements of maintaining all district facilities in a safe, clean and orderly condition.
8. Federal, state and local building codes and regulations.

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**JOB DESCRIPTION FOR: Maintenance and Facility Coordinator (Continued)**

ABILITY TO:

1. Perform a wide variety of skilled work in the maintenance and repair of district facilities and equipment.
2. Prioritize, schedule, assign and review work.
3. Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
4. Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
5. Effectively and safely operate a variety of assigned tools and equipment.
6. Interpret blueprints, shop drawings, sketches and work orders to others.
7. Understand and follow oral and written directions.
8. Communicate effectively both orally and in writing.
9. Estimate labor and materials costs.
10. Work independently with little direction.
11. Meet schedules and time lines.
12. Maintain routine records.
13. Establish and maintain cooperative and effective working relationships with others.
14. Observe legal and defensive driving practices.
15. Operate a district vehicle and perform heavy physical labor.
16. Lift heavy objects.

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APPROVED BY: ELIZABETHTOWN BOARD OF EDUCATION May 19, 2014

REVIEWED, REVISED AND RE-ADOPTED: December 19, 2016

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