



NEW:

07/01/2019

REVISED:

10/06/2021

Submitted:

06/11/2019

10/05/2021

JOB TITLE:	COORDINATOR RENOVATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8365
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of second shift renovation projects. Assists with the coordination and administration of the District's preventative maintenance program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Supervises and c~~Coordinates preventative maintenance work performed by employees assigned to Renovations and Grounds

Reviews plans and specifications for renovation and construction projects

Coordinates workforce meetings and training with vendors on new equipment and tools

Assigns, ~~reviews and inspects~~ work assigned to journeymen

Coordinates meetings with Principals/~~Administrators~~ on projects

~~Supervises and evaluates assigned staff~~

~~Coordinates and supervises special renovation projects for districtwide needs~~

Coordinates emergency repairs to ensure efficiency of operations

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

~~Three (3) years of successful experience in maintenance, renovation or construction~~

~~Working knowledge of building materials, building codes, and safety requirements.~~

~~Demonstrated organizational, communication, management, and interpersonal skills.~~

~~Valid Kentucky State Journeyman License in skilled trade~~

Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Vocational school training/degree
Valid Kentucky Master's license in a skilled trade
Experience and knowledge of all aspects of construction trade
Experience in a diverse workplace



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- Coordinates preventative maintenance work performed by employees assigned to Renovations and Grounds
- Reviews plans and specifications for renovation and construction projects
- Coordinates workforce meetings and training with vendors on new equipment and tools
- Assigns work to journeymen
- Coordinates meetings with Principals/Administrators on projects
- Coordinates emergency repairs to ensure efficiency of operations
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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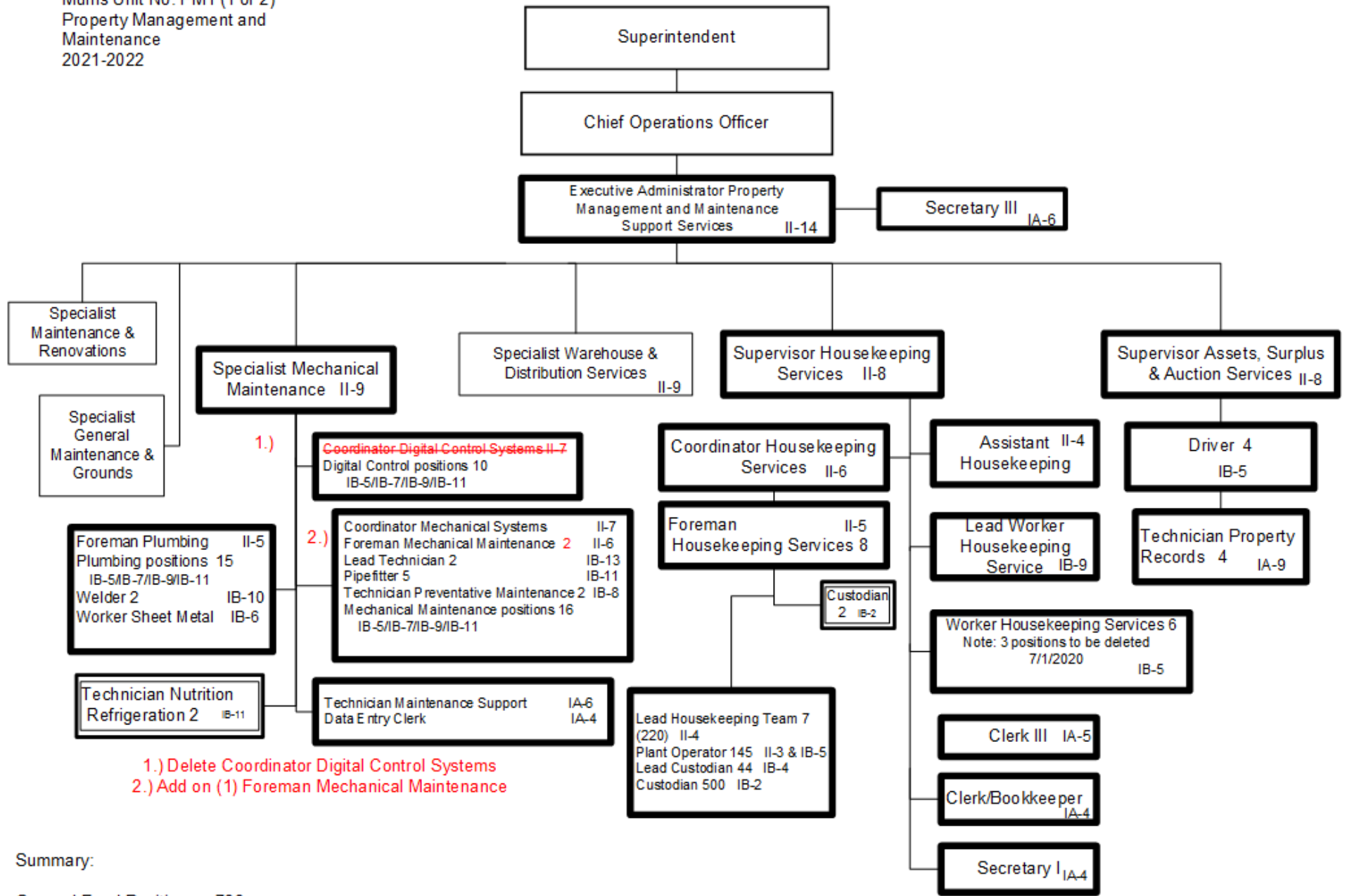
MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.
- Three (3) years of successful experience in maintenance, renovation or construction
- Working knowledge of building materials, building codes, and safety requirements.
- Demonstrated organizational, communication, management, and interpersonal skills.
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Vocational school training/degree

Valid Kentucky Master's license in a skilled trade
Experience and knowledge of all aspects of construction trade
Experience in a diverse workplace

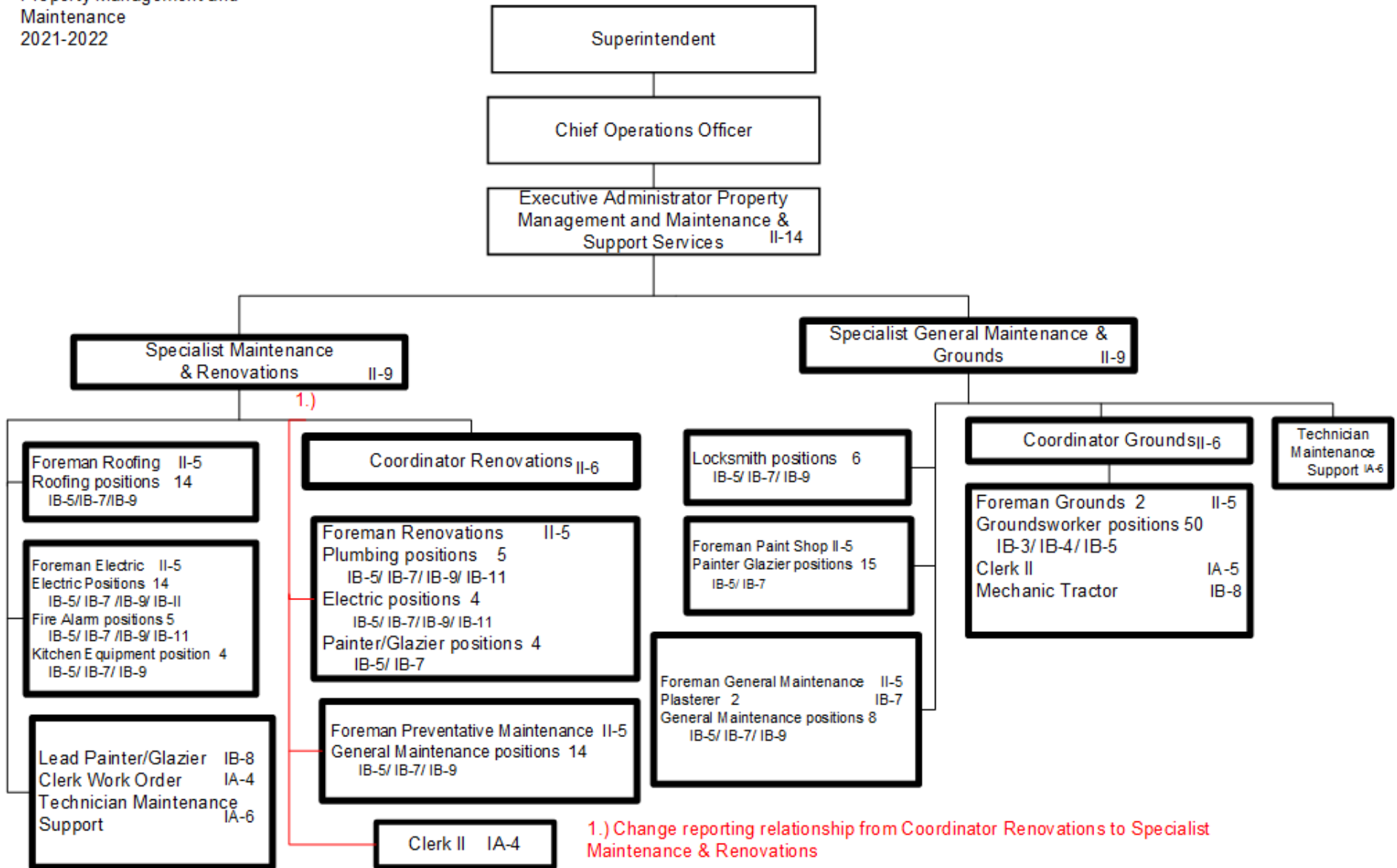


- 1.) Delete Coordinator Digital Control Systems
- 2.) Add on (1) Foreman Mechanical Maintenance

Summary:

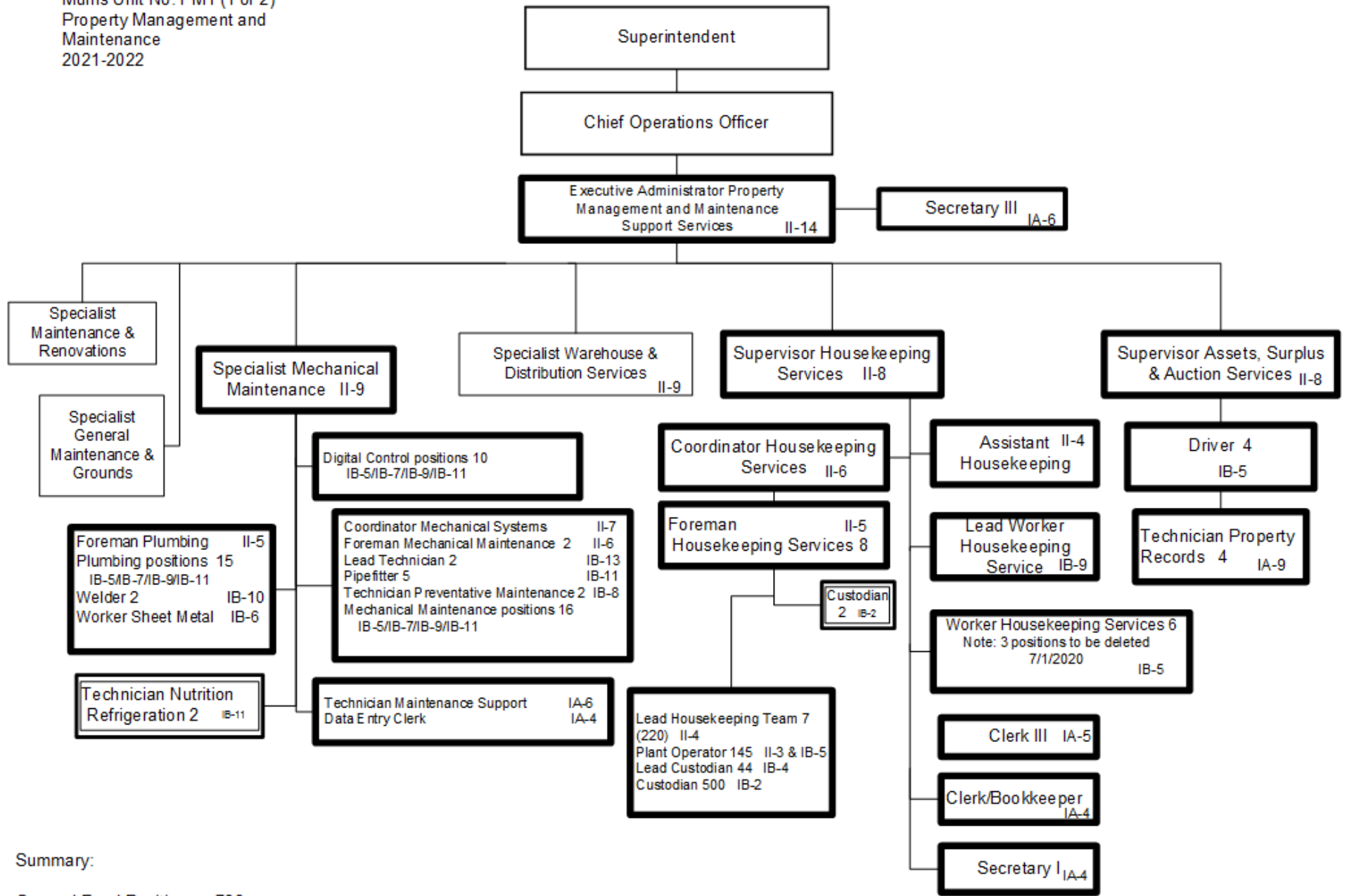
General Fund Positions: 788
 Categorical Fund Positions: 4

Submitted ~~3/19/2020~~ 10/05/2021
 Effective ~~7/1/2020~~ 10/06/2021



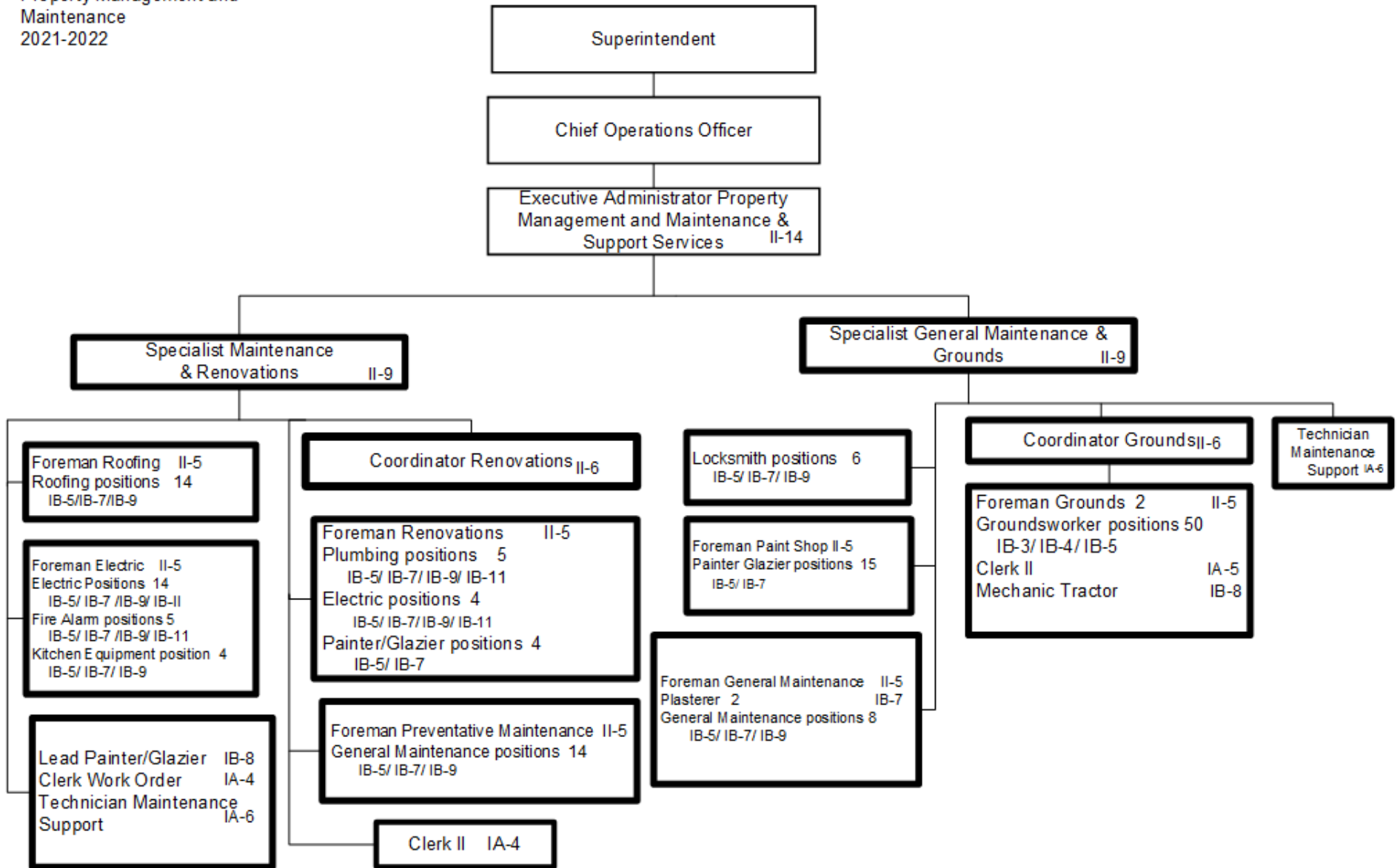
Summary:

General Fund Positions: 165
 Categorical Fund Positions: 0



Summary:

General Fund Positions: 788
 Categorical Fund Positions: 4



Summary:

General Fund Positions: 165
 Categorical Fund Positions: 0