

Rationale for Facility Coordinator and Facility Foreman: Central Office

The expansion into the new 300,000+ square-foot facility at 1900 Colonel Sanders Lane requires dedicated, specialized operational leadership to protect this major capital asset, maintain safety compliance, and ensure seamless daily business continuity. Funding a Facility Coordinator and a Facility Foreman for approximately \$231,559 from the general fund is a high-return investment necessary to handle the building's scale and unique technical demands.

Operational Scale & Facility Complexity Managing a central office exceeding 300,000 square feet far surpasses general housekeeping or basic maintenance. Commercial facility benchmarks recommend one facility staff member per 100,000 to 150,000 square feet. Given this facility's unique operational footprint, dedicated on-site personnel are essential to operate complex HVAC networks, automated building systems, access controls, and life-safety infrastructure from day one.

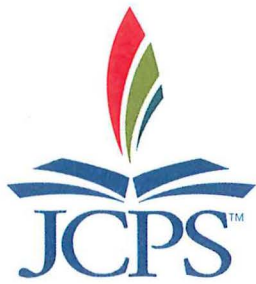
Role Allocation & Scope of Work

- **Facility Coordinator:** Drives strategic oversight, vendor contract negotiations, energy management, long-term capital forecasting, safety compliance, and emergency response planning.
- **Facility Foreman:** Manages day-to-day work-order tickets, vendor access and escorting, space planning, event setups, and immediate on-site tenant support.

Financial Return & Risk Mitigation While these positions represent a \$231,559 general fund commitment, direct facility oversight routinely offsets personnel costs through operational savings and risk prevention:

- **Asset Protection:** Structured preventive maintenance extends the operational lifespan of multi-million dollar MEP (mechanical, electrical, plumbing) systems, preventing premature, costly replacements.
- **Contract Optimization:** On-site management ensures strict vendor contract enforcement, competitive service bidding, and elimination of unnecessary contractor call-out fees.
- **Utility Efficiency:** Active monitoring of energy usage across a 300,000 sq. ft. footprint significantly cuts recurring utility waste.
- **Liability Reduction:** Continuous oversight ensures full adherence to local building codes, OSHA standards, and fire safety regulations, mitigating organizational liability.

Adding these roles to the Operations org chart secures the institutional knowledge required to run 1900 Colonel Sanders Lane efficiently while shielding the organization from costly operational downtime and premature asset degradation.



NEW:
10/14/2026

Submitted:
10/13/2026

JOB TITLE:	FACILITY COORDINATOR: CENTRAL OFFICE
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages and supervises Facility Foreman: Central Office. Provides operational leadership that drives strategic oversight, vendor contract negotiations, energy management, long-term capital forecasting, safety compliance and monitoring, and emergency response planning in collaboration with Property Management, Facilities Management, Facility Planning, and Safety. Ensures central office building(s) are maintained in a manner that provides a clean and healthy environment suitable for staff. Ensures all building level maintenance tasks are completed according to JCPS procedures. Assumes building manager role for assigned locations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages and supervises Facility Foreman: Central Office.

Communicates important building related information to leadership and site-based employees in a timely manner to ensure safety and efficiency of operations.

Develops and maintains long-term capital needs assessments and forecasts for central office facilities, identifying facility improvements, major repairs, replacements, and other capital requirements in collaboration with Facility Planning and Property Management and Maintenance.

Provides support for central office building emergencies.

In collaboration with Safety, develops, coordinates, and maintains emergency response and continuity plans for central office facilities. Participates in emergency preparedness activities and coordinates facility-related response and recovery efforts when incidents occur.

Oversees vendor relationships and participates in the negotiation, administration, and monitoring of facility-related contracts to ensure services are delivered in accordance with established requirements, standards, and expectations.

Works closely with Purchasing for bids and/or RFP's for outsourced vendor negotiations/contracts.

Assumes the role and responsibilities of building manager for central office facilities, coordinating day-to-day facility operations and addressing building-related needs, issues, and service requests.

In collaboration with the Energy Auditor, provides oversight of building energy management initiatives, monitors energy usage and operational efficiency, and collaborates with appropriate departments to identify opportunities for conservation and cost effectiveness.

Provides oversight of facility safety compliance and monitoring activities. Collaborates with Safety and other appropriate departments to identify risks, address deficiencies, and promote compliance with applicable policies, procedures, codes, and safety requirements.

Works closely with building plant operator(s), lead custodian(s), and custodian(s) to ensure building needs are met.

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

Performs other duties as assigned by the supervisor.

Regular, predictable performance is required for all performance responsibilities.

This position may require reporting to various worksites throughout JCPS.

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

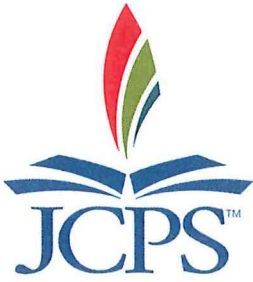
The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing, crouching,

driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Five (5) years successful experience facilities management, business administration, property management, or a related field
Demonstrated experience coordinating facility operations, maintenance services, vendors, contractors or building-related projects
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's Degree
Plant operator experience
Experience in a diverse workplace
Experience working with multi-lingual employees

Footnote



NEW:
10/14/2026

Submitted:
10/13/2026

JOB TITLE:	FACILITY FOREMAN: CENTRAL OFFICE
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages day-to-day work order tickets, vendor access and escorting, space planning, event setups, and immediate on-site tenant support. Communicates building related information to leadership to ensure central office building(s) are maintained in a manner that provides a clean and healthy environment suitable for staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Communicates important building related information to Facility Coordinator: Central Office in a timely manner to ensure safety and efficiency of operations.

Manages day to day work order tickets in the IIQ system for assigned location(s).

Provides building access and escorting to vendors as needed.

Provides support for space planning and event setups.

Provides immediate on-site tenant support.

Provides support for central office building emergencies.

Works closely with building plant operator(s), lead custodian(s), and custodian(s) to ensure building needs are met.

Assists with development and maintenance of long-term capital needs assessments and forecasts for central office facilities, identifying facility improvements, major repairs, replacements, and other capital requirements in collaboration with Facility Planning and Property Management and Maintenance.

Assists with vendor relationships and participates in the negotiation, and monitoring of facility-related contracts to ensure services are delivered in accordance with established requirements, standards, and expectations.

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

Performs other duties as assigned by the supervisor.

Regular, predictable performance is required for all performance responsibilities.

This position may require reporting to various worksites throughout JCPS.

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing, crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

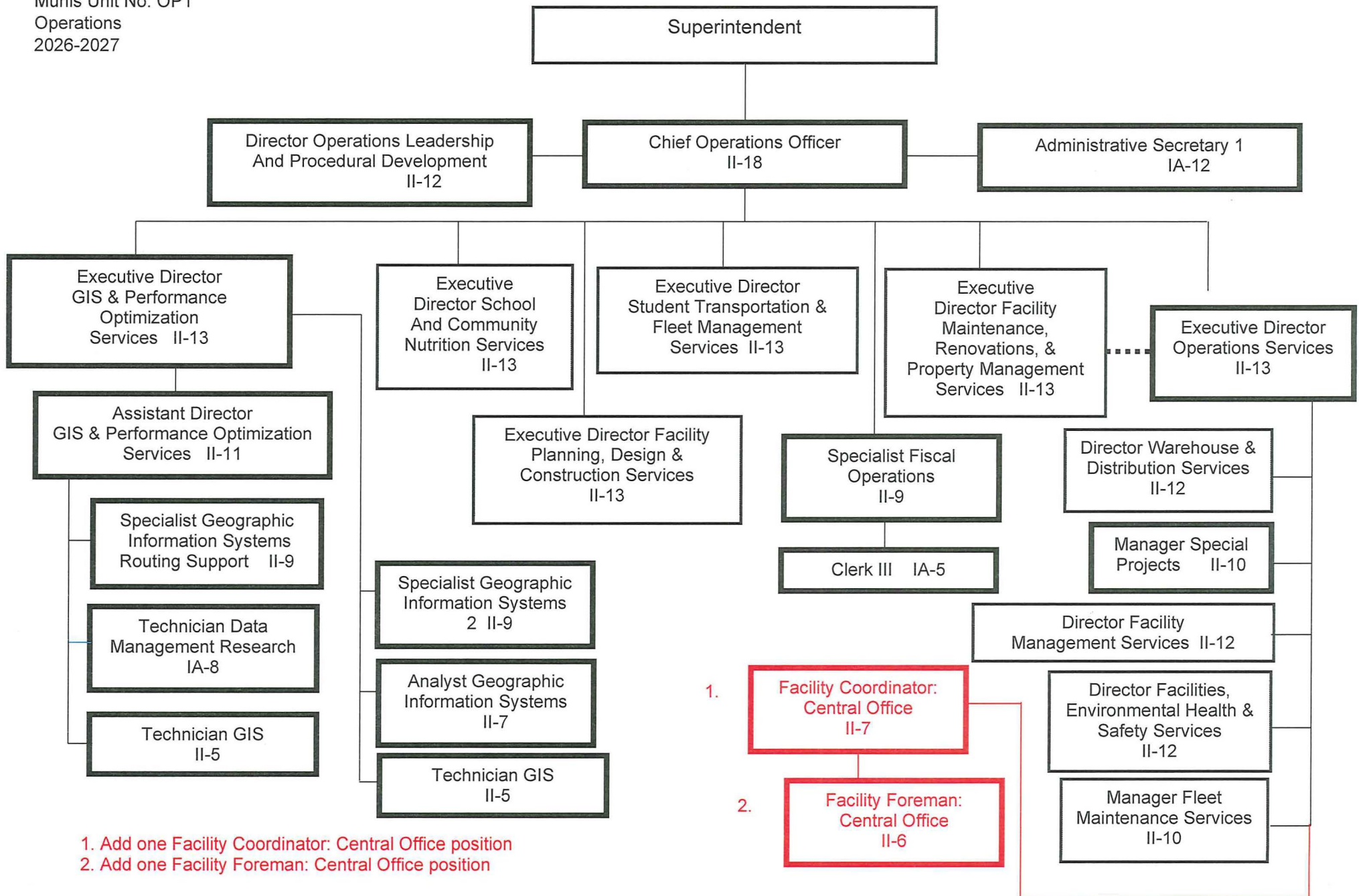
Three (3) years successful experience facilities management, business administration, property management, or a related field

Valid driver's license

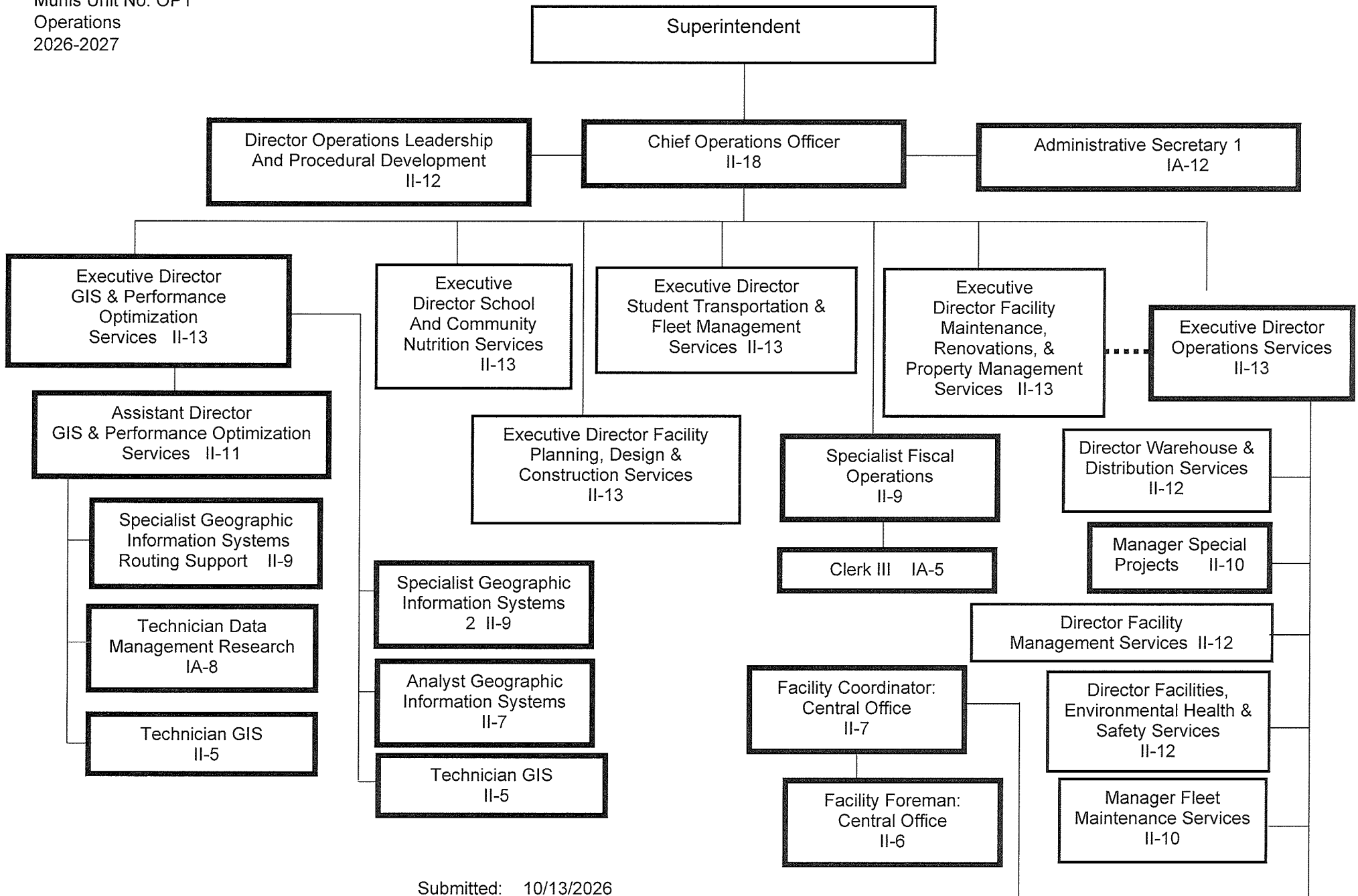
Effective communication skills

DESIRABLE QUALIFICATIONS
Plant operator experience
Experience in a diverse workplace
Experience working with multi-lingual employees

Footnote



Summary:
General Fund Positions: ~~46~~ 18
Categorical Fund Positions: 0



Submitted: 10/13/2026
Effective: 10/14/2026

Summary:
General Fund Positions: 18
Categorical Fund Positions: 0

Financial Impact: YUM Operations Positions

Position Title/Number of Days	Bargaining Unit (Salary Schedule)	Number of Positions	Position "Add" or "Delete"	Salary	Fringes	Total
FACILITY COORDINATOR: CENTRAL OFFICE/261	CLAS	1	Add	\$ 94,314	\$ 25,550	\$ 119,864
FACILITY FOREMAN: CENTRAL OFFICE/261	CLAS	1	Add	\$ 87,887	\$ 23,809	\$ 111,696
TOTAL				\$ 182,201	\$ 49,358	\$ 231,559

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