**Building Maintenance Coordinator**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Maintenance & Construction **Classification:** Auxiliary

**Dept / Campus:** Maintenance Department **Paygrade**: A-9

**Wage/Hr Status:** Nonexempt **Created:** November 2015

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Direct and manage the Building Maintenance operations of the district. Coordinate the day to day operations to ensure that the district campuses, facilities and property are well maintained and in good working condition.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED preferred

Valid Driver’s License

**Special Knowledge/Skills:**

## Knowledge of the basic principals of school plant maintenance and custodial operations

Knowledge of minor repair techniques of building and grounds maintenance

Ability to operate and train others to operate job-appropriate equipment

Ability to properly handle and train others in the use of cleaning supplies

Strong organizational, communication, and interpersonal skills

## Ability to use the computer for sending/receiving e-mail, documenting events & other job related uses

Calm and patient demeanor with staff, children and others

**Experience:**

Three years of business related experience

Five years of business related supervisory or management experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Direct housekeeping operations in a manner that supports the instructional goals of the district.
2. Responsible for ensuring a clean, functional, safe, positive, and caring climate for learning at all district facilities.
3. Assess and respond to needs related to job responsibilities including anticipating, identifying, and/ or correcting maintenance needs.
4. Ensure that all Building Maintenance staff use and dispose of all cleaning chemicals in compliance with EPA and OSHA, ensure that current Material Safety Data Sheets are in an easily accessible place for all employees, and ensure that all staff work in a safe manner and utilize the proper safety equipment provided.
5. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy in the area of risk management.
6. Demonstrate responsible fiscal control over assigned program budgets.
7. Assist in the preparation of Maintenance budget and review regularly to ensure that programs are cost effective and funds are managed prudently.
8. Work closely with the TISD Purchasing Department to ensure materials are acquired in compliance with all rules and regulations and at a good market price, including obtaining price quotations.
9. Plan, direct and monitor inventory control program for equipment, supplies and facilities
10. Monitor waste management of district facilities.
11. Assist the Director in evaluating job performance of employees to ensure effectiveness.
12. Assist the Director in the recruitment, training and supervision of maintenance personnel and make sound recommendations about personnel placement, transfer, retention and dismissal.
13. Conduct and participate in department meetings, employee coaching and staff discipline sessions.
14. Monitor departmental communications and inclement weather communications. Assess, plan and fill needs accordingly.
15. Coordinate needs for TISD District Events with maintenance staff. Oversee and participate in the preparation and tear-down of event items (tables, chairs, tents, etc.)
16. Compile, maintain, and file all required physical and computerized reports, records and other documents.
17. Maintain accurate records (inspection permits, etc) for construction and maintenance needs.
18. Develop and maintain written departmental procedures for the house-keeping operation, light maintenance (replacing ceiling tile & light bulbs, furniture repair, etc.), and security of all buildings and equipment in the district.
19. Develop training options and/or improvement plans to ensure the best operation in the area of housekeeping.
20. Plan and direct the inventory and stock control program for equipment and supplies.
21. Demonstrate support for the district’s student management policies and expected student behavior related to maintenance, building maintenance, and security operations.
22. Ability to operate, properly handle, and train others to operate and properly handle equipment and cleaning supplies common to housekeeping operations.
23. Take the initiative to develop needed professional and leadership skills appropriate to job assignments.
24. Maintain an accurate knowledge base and comply with state, district and school policies and regulations concerning primary job functions.
25. Maintain a positive and effective relationship with supervisors, co-workers, students, district administrators and community, addressing problems or concerns in a prompt and courteous manner.
26. Communicate effectively with all levels of district employees, outside agencies, and general public.
27. Demonstrate behavior that is professional, ethical, and responsible; serve as a role model for all district staff.

**SUPERVISORY RESPONSIBLITES:**

Supervise and evaluate the performance of Building Maintenance Staff

Assist in hiring, evaluating, and disciplining Building Maintenance Staff

Assign and monitor the daily activities of Building Maintenance Staff

**EQUIPMENT USED:**

Low speed and high speed floor equipment (electric, battery and propane powered): buffer, burnisher, auto scrubber, sweeper, stripper, carpet extractor, wet/ dry vacuum, power washer, multi-surface cleaning machine, electric drill, gas-powered blower and other equipment utilized as needs develop.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to understand and follow written and/or verbal instructions; maintain emotional control under stress; maintain clear focus on customer service. Ability to Manage and coach personnel in a non-coercive manner.

**Physical Demands:**

Constantly moves about to coordinate and complete work; typically bends, stoops and crouches on a regular basis. Frequently lifts, carries or otherwise positions/repositions objects, equipment, furniture and supplies; Ability to position self and perform work in various areas of the facility including elevated surfaces, ceilings, outside and inside; exposure to hot and cold temperatures; exposure to dust and toxic chemicals; slippery or uneven surfaces. Frequent district-wide travel, prolonged and irregular hours. Work in inclement weather.

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

Employee Date

Supervisor Date