**MAINTENANCE COORDINATOR**

**Reports To:** Director of Maintenance and Construction **Paygrade:** P-1

**Dept / Campus:** Maintenance Department **Date Revised:** October 2015

**Wage/Hour Status:** Exempt

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

**PRIMARY PURPOSE:**

Facilitate the efficient operation of the Maintenance Department. Coordinate the day to day work orders to assure that the district campuses and facilities are in good working condition. Help manage staff as necessary and review work to ensure district needs are met in a timely and cost effective manner.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Bachelor’s Degree in the area of Business, Construction, or related field preferred

**Special Knowledge/Skills:**

Ability to use personal computer and software to develop spreadsheets, databases, and perform word processing

Ability to read blue prints

Knowledge of AutoCAD drafting system

Knowledge of Pest Control and Asbestos Management policies and procedures

Proficient skills in word processing and file maintenance

Effective organizational, communication, and interpersonal skills

Patient and calm demeanor with others

**Experience:**

Three to five years of business related experience with direct authority over budget

Three to five years of supervisory or management experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Coordinate Maintenance projects and work orders with contracted vendors and key district personnel.
2. Responsible for the District Safety program and Safe School documentation.
3. Demonstrate responsible fiscal control over assigned program budgets.
4. Assist in the preparation of Maintenance budget and review regularly to ensure that programs are cost effective and funds are managed prudently.
5. 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.
6. Coordinate and facilitate the inspection of fire alarms, fire extinguishers, RPZ valves, gas lines, inventory items and other items as necessary.
7. Create and update construction/ project schedules. Monitor, record and calculate project needs.
8. Assist the Director in evaluating job performance of employees to ensure effectiveness.
9. Assist the Director in the recruitment, training and supervision of maintenance personnel and make sound recommendations about personnel placement, transfer, retention and dismissal.
10. Monitor departmental communications and inclement weather communications. Assess, plan and fill needs accordingly
11. Coordinate needs for TISD District Events with maintenance staff. Oversee and participate in the preparation and tear-down of event items as needed (tables, chairs, tents, etc).

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1. Compile, maintain, and file all required physical and computerized reports, records, and other documents.
2. Maintain accurate records (inspection, permits, etc) for construction and maintenance needs.
3. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
4. 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.
5. Communicate effectively with all levels of district employees, outside agencies, and the general public.

**SUPERVISORY RESPONSIBILITIES:**

Assist in hiring, evaluating, and disciplining Maintenance Department employees

Assign and monitor the daily activities of Maintenance Department employees

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Physical Demands/Environmental Factors:**

Constantly moves about district facilities and grounds; typically bends, stoops and crouches on a regular basis; frequently lifts, carries or otherwise positions/repositions objects, equipment and supplies; ability to position self in various areas of the facility including elevated surfaces to conduct on-site inspections.

Inside, outside, hot and cold conditions, also some conditions that may require safety equipment and protection, work around moving objects or vehicles; work on ladders and scaffolding, exposure to dampness and humidity; 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