



JOB DESCRIPTION

| BAND | GRADE | SUBGRADE | WORKING CONDITIONS |
|------|-------|----------|--------------------|
| B | 3 | 2 | |

| JOB TITLE | CONTRACT REFERENCE |
|-----------------------------------|---------------------|
| Buildings and Grounds Coordinator | Individual Contract |

| TITLE OF IMMEDIATE SUPERVISOR | VERSION DATE |
|-----------------------------------|--------------|
| Director of Buildings and Grounds | January 2019 |

JOB SUMMARY

The Coordinator shall assist with planning, coordinating, and directing buildings, and grounds programs. The Coordinator is responsible for the management of District health and safety programs. The Coordinator shall assist the Director of Buildings and Grounds with coordinating the overall maintenance, budgeting, and improvement of District equipment and facilities. The Coordinator shall coordinate custodial personnel in consultation with building administrators and the Director of Buildings and Grounds; the Coordinator shall supervise and evaluate custodians. The Coordinator will also perform any other duties as assigned by the Director of Buildings and Grounds.

| TASK NO. | FREQUENCY | BAND/GRADE |
|----------|-----------|------------|
|----------|-----------|------------|

| The essential functions of this job include, but are not limited to, the following fundamental job duties: | | | |
|--|---|-----|----|
| 1. | Assist with recruiting, hiring, training, evaluating, progressive discipline procedures and supervising the custodial staff. | 5% | B3 |
| 2. | Oversee all mechanical aspects of the FCC Building, Hayes Elementary, and Stevenson Elementary, including development, coordination and implementation of boiler and heating systems, chiller systems, intrusion, security, and fire protection systems. Provide technical support for head custodians to ensure the optimum performance of building systems, maintenance and cleaning. | 15% | B3 |
| 3. | Coordinate all aspects of Health and Safety throughout the district, including safety and job related training for custodial staff. Direct implementation of hazardous substance handling, storage and disposal. | 15% | B2 |

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|-----|--|-----|-----|
| 4. | Responsible for coordination of the district short-term and long-term maintenance. | 15% | B3 |
| 5. | Assist Director of Buildings and Grounds with development and implementation of facility and maintenance budgets. | 15% | B2 |
| 6. | Assign and coordinate work schedules of custodial staff at both elementary schools and the FCC Building to ensure work is completed in a timely, efficient, sanitary, and safe manner. | 15% | B3 |
| 7. | Perform repair work for furnishings, the building, mechanical and electrical equipment as needed. | 3% | B2 |
| 8. | Assist with repair and maintenance of grounds equipment and vehicles as needed. | 3% | B2 |
| 9. | Perform all duties of the Director when s/he is out of the office. | 3% | N/B |
| 10. | Assist with the implementation of appropriate program budgets, obtaining necessary quotes and bids for purchasing equipment, materials, supplies and professional services. | 3% | B2 |
| 11. | Performs snow removal and outdoor grounds maintenance as needed. | 2% | A1 |
| 12. | Operates and maintains custodial equipment such as floor machines, carpet extractors, vacuum cleaners, and outdoor equipment. | 3% | A1 |
| 13. | Other duties as assigned. | 3% | N/B |

QUALIFICATIONS (Specific training or job experience required before appointment)

1. High school diploma – College degree in related field preferred and Chief “C” boiler license preferred.
2. The ability to build positive working relationships and strong communication skills with internal and external customers.
3. Technical school training in building HVAC and other mechanical systems or equivalent experience.
4. Supervisory experience along with previous public school district experience preferred.
5. Ability to perform position responsibilities including; physical factors, work devices, material handling of fifty pounds, and strong computer skills.

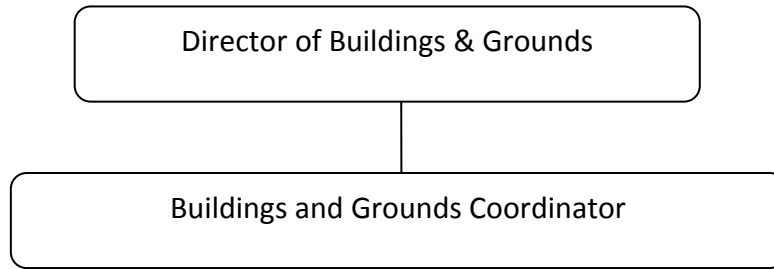
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 50 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.