



Job Title: **Assistant Facilities Coordinator Level 1**

Department: **Facilities Services**

Supervisor: **Facilities Coordinator**

Lane Placement: **ESP 12**

Schedule: **8 hrs. / 245 days** Evaluation Group: **JCES 8**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION:

Under the supervision of the Facilities Coordinator, the **Assistant Facilities Coordinator** may assist with the coordination of facility maintenance and custodial activities within an assigned area of the District. Incumbent works with architects, engineers, contractors, and other consultants to prepare specifications and work drawings. Incumbent may, with appropriate directions, design, draft, write specifications for small projects, and put them out to bid. Incumbent may conduct and coordinate inspections, plan reviews, peer reviews and performs some estimating to establish budgets and ensure that all national and local codes are met or exceeded as specified in project documents. **The Assistant Facilities Coordinator is on call 24/7 for all maintenance emergencies**

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS:

- Under the direction of the Facilities Coordinator, the assistant coordinates all functions of construction and acts as the District's primary representative to outside architects, engineers, contractors and other design professionals through the entire design/build process.
- Designs, drafts and writes specifications, small capital outlay projects and puts them out to bid.
- Performs, coordinates and facilitates all plan reviews, peer reviews and all other services needed for construction projects.
- Performs inspections on new construction, remodels and other capital building and site projects.
- Ensures that all applicable code compliance, national and local, are enforced.
- May coordinate facility maintenance and custodial activities within an assigned are of the District.
- Performs some project cost estimating as part of the District budgeting process.
- Requires substantial emphasis in public relations dealing with School Administration and District personnel, patrons, contractors, consultants and suppliers.
- Ensures proper permits, enclosures, work practices, supervision and coordination.
- Requires office and field work.
- Responsible for the safety of all workers, District and student personnel through proper building surveillance, maintenance, project planning and design, and proper selection and training of project participants.
- Incumbent is on call 24/7 for emergencies.
- Required to attend all scheduled training and departmental meetings.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS:

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty two (32) hours per month).

QUALIFICATION REQUIREMENTS:

- Incumbent must be fingerprinted with a clear criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Associate Degree in a related field preferred.
- Must be willing to obtain and maintain necessary certifications.
- Must have five years job related work experience with demonstrated competence. Two of the five years must be in architectural, design, building maintenance or related fields.
- Must demonstrate competence in reading, writing and math.
- Requires ability to coordinate the work of contractors, architects and engineers.
- Requires ability to read and produce blueprints and specifications.
- Must have a working knowledge of the use of appropriate tools in meeting construction and remodeling standards.
- Must have a high degree of interpersonal skills. Interacts with District employees, maintenance, code compliance officials, outside contractors, consultants, district administrators, etc. to communicate methods and designs for all phases of new/remodel construction.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems for the best interest of the District.
- Must be a team player. Incumbent will work with other members of the staff to draw upon their mutual knowledge and experience to resolve problems.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Trade specific machines, tools and equipment.

Physical Requirements --- Not limited to the following:

- Must climb on scaffolding, ladders and rooftops.
- Must be able to work in confined areas.
- Must endure heat, dust, and moisture.
- Some physical exertion in handling lightweight materials, supplies and tools. Most lifting is not over 50 lbs.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

ADA _____ HR _____

Effective date: 6/9/2020