



Job Title: **Maintenance Coordinator Level 1**
 Department: **Facilities Services**
 Supervisor: **Director of Facilities Services**
 Lane Placement: **ESP Lane 16**
 Schedule: **8 hr/ 245 days** Evaluation Group: **JCES 8**
 FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the Director and Assistant Director of Facilities Services, the **Maintenance Coordinator** is responsible for planning, scheduling and providing professional on-going maintenance services within all areas of the District. The Maintenance Coordinator is responsible for the training and development of all assigned maintenance personnel. The Coordinator participates and assists in developing and monitoring maintenance budgets and supplies. The Incumbent is responsible to investigate and develop methods to improve maintenance services. **The Maintenance Coordinator is on call 24/7 for maintenance emergencies.**

ESSENTIAL FUNCTIONS

- Work assignments include the planning, coordinating and scheduling of new installations, maintenance, repair and remodeling of District facilities.
- Assures compliance with all National and local codes.
- Responsible for the inspection of work assignments to assure completion and quality craftsmanship by maintenance and contracted personnel.
- Provides estimates of project applications and costs as requested.
- Participates in trade staff level justification and forecasting.
- Participates in budget projections and tracking.
- Assists in solving personnel problems.
- Evaluates maintenance emergencies and determines appropriate response.
- Performs employee evaluations as assigned.
- Prioritizes tasks and activities on assigned projects.
- Coordinates with other trades and contractors to assure project progression and completion.
- Prepares bid documents and specifications involving the purchasing process.
- Provides support services to all maintenance areas as needed.
- Provides input concerning equipment purchases.
- Supervises Maintenance personnel as assigned.
- Required to attend scheduled training and departmental meetings.
- Requires office and field work.
- Shift work may be required.
- **Incumbent is on call 24 hours for emergencies.**
- Responsible for the safety of all assigned personnel.
- Drives a Maintenance vehicle for transportation to work sites.
- 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 employee assigned to this position.
 - 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; background; and any licenses or certifications required.
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- The completion of formal accredited classroom training or apprenticeship appropriate to the specific trade is preferred.
- Associate Degree or higher in Construction Management, Facility Management or a related field is preferred.
- A thorough working knowledge of all State and ICC building codes and asbestos abatement.
- A B100 General Contractor's license with a strong construction or maintenance knowledge and background is preferred.
- Certifications or licenses must be maintained.
- Requires valid Utah Driver License.
- Requires five years specific job experience in facility maintenance/construction with two years in supervisory capacity with demonstrated competence. Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators.
- Job requires supervisory and organizational skills.
- Must be skilled in organizing and directing others.
- Requires the ability to handle emergency situations and make quick decisions to resolve unique problems for the best interest of the District.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.

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.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Work requires physical exertion (lifting equipment and materials, climbing, working in high places and/or awkward positions).
- May use chemicals that are potentially hazardous.
- Activities may involve outdoor work in all weather conditions.
- Must endure many interruptions.
- Will experience pressure and stress to meet deadlines.

- 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.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 6/9/2020 _____