

**COORDINATOR, MAINTENANCE AND OPERATIONS****JOB SUMMARY:**

Under the direction of the Director of Facilities, Maintenance, and Operations; the Maintenance and Operations Coordinator is responsible to plan, organize, and supervise the custodial operations of the district, assist with the coordination of repair, renovation, alteration and new construction of district buildings and grounds, take appropriate measures to maintain attractive facilities and protect against interior and exterior deterioration of facilities; and ensure that facilities and grounds are kept in clean and sanitary repair and free from safety violations

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Oversees custodial operations such as cleaning, sanitizing, small repairs, arranging and moving furniture, and event set-ups, to ensure that work is performed in a safe and efficient manner and that the custodial program provides a sanitary, safe, and attractive environment.
- Coordinates the work of Custodian II, consults with Principals, other Administrators, and site staff, as appropriate, to ensure provision of required levels of service within the scope of assigned functions.
- Manages a program of custodial equipment maintenance and supplies procurement to ensure the availability of required supplies, machines, equipment, and tools in safe and functional operating condition.
- Develops plans, prepares specifications, and calculates cost estimates to implement custodial, maintenance, repair, and improvement projects in accordance with the district's short and long-term objectives.
- Inspects facilities to monitor, assess, and adjust custodial operations at District sites.
- Participates in various activities such as staff meetings, training sessions, and professional organizations to receive and convey information relating to custodial maintenance functions.
- Prepares required documentation such as schedules, cost and labor estimates, work orders, plans and specifications, and accident reports to ensure effective and efficient delivery of services and compliance with established rules and regulations.
- Recommends policies, procedures, and actions to achieve program goals and improve delivery of services as needed.
- Assists with responding to emergencies relating to site and facility maintenance operations such as broken windows, flooded rooms, etc., as directed.
- Interviews, selects, schedules, supervises, and evaluates Custodian II.
- Provides training and coaching to ensure effective and efficient custodial operations.
- Researches, interprets, and applies a wide variety of rules and regulations such as health and safety codes, education code, bargaining unit agreements, and professional standards, to ensure that custodial and maintenance services are provided in accordance with established standards and requirements.
- Supports the Director of Facilities, Maintenance, and Operations by providing input, recommendations, technical advice, and assistance related to items such as budget allocations, staffing requirements, reports, hazardous materials management, Federal, State, and local regulations, requests for proposals and bids, and operational priorities to ensure all facilities are maintained in a clean, safe, cost-efficient, and functional condition.
- Performs other job-related duties as assigned.

## QUALIFICATIONS GUIDE

### Knowledge of:

- Principles and practices related to cleaning and sanitizing school facilities.
- Custodial and maintenance equipment used in upkeep of District school facilities.
- Pertinent codes, policies, regulations, and laws.
- Principles, practices and procedures related to employee performance management, administration, supervision, and training.
- Safety practices, health standards, procedures, and hazards related to maintenance and operations.
- Basic math skills
- Planning, organization and direction of warehouse, custodial, and maintenance and repair activities of District facilities and grounds
- Methods, materials, costs, and equipment used in the various building maintenance and custodial specialties.
- Pesticide/hazardous waste management procedures and regulations
- Budget preparation and control
- Systems of record keeping, inventory control and budget development/control
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

### Ability to:

- Administer personnel policies and practices.
- Train, coach, supervise, and evaluate assigned staff as directed.
- Interpret, apply, and explain rules, procedures, codes, and bargaining unit agreements.
- Analyze situations to define issues, determine appropriate course of action, and implement a plan to achieve desired outcomes as directed.
- Plan, organize, and schedule activities, meetings, and events.
- Gather, collate, calculate, and analyze data and prepare supporting documentation and reports.
- Supervise the use of funds as directed.
- Operate standard equipment related to custodial work, as well as standard office equipment including various software applications.
- Work with a significant diversity of individuals and groups in a wide variety of circumstances
- Understand and interpret organizational objectives and develop methods to support those objectives.
- Communicate clearly and effectively, orally and in writing.
- Understand and follow written and oral instructions.
- Work under time constraints and other pressures to meet deadlines and schedules with limited supervision.
- Understand blueprints and schematic drawings
- Adjust work schedule as needed to supervise evening, weekend, and emergency work crews.
- Establish and maintain cooperative and effective working relationships with others

## EDUCATION AND EXPERIENCE:

At least three (3) years of progressively increased responsibility in custodial work experience preferably supplemented by at least one (1) year of experience in a supervisory or lead capacity and course work in a mechanical trade, business management, or related field. Associates Degree or equivalent preferred.

#### LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and the ability to qualify and maintain qualification for District vehicle insurance coverage.

#### WORKING CONDITIONS:

- Driving a vehicle to conduct work.
- This position alternates between office duties performed at a desk and site inspections and training activities in various locations, including on-site work performance at schools which involve performing or demonstrating maintenance and custodial work.

#### ENVIRONMENT:

- Indoor and outdoor environment; exposure to dust, chemicals, bloodborne pathogens, variances in temperature, and equipment with moving parts.

#### PHYSICAL REQUIREMENTS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard and other equipment.
- Good health and freedom from communicable diseases.
- Good physical condition, agility and strength commensurate with the duties of the position.
- Sitting or standing for extended periods of time.
- Ability to lift 50 – 75 lbs.
- Occasional lifting, carrying, and maneuvering heavy objects; occasional standing, squatting, climbing, kneeling, twisting, simple grasping; frequent to constant walking, including walking on gravel or uneven surfaces; bending at the neck or waist; stooping, reaching, pushing, and pulling.

BOARD ADOPTED: September 7, 2021