

JOB DESCRIPTION
Fountain Valley School District

Maintenance & Operations Coordinator

Purpose Statement

The job of Maintenance & Operations Coordinator is done for the purpose/s of providing maintenance services with specific responsibility for assigning workers; tracking material/equipment costs; ensuring completion of projects in accordance with trade standards; coordinating special projects; and assisting maintenance supervisor and skilled trades.

This job reports to the Director Maintenance, Operations & Facilities

Essential Functions

- Assists maintenance supervisor (e.g. assign/prioritize/escalate work orders, provide status of open orders, prepare emergency work orders, provide technical expertise and assistance, etc.) for the purpose of ensuring the proper and efficient maintenance and repair of District buildings, facilities and grounds.
- Communicates with maintenance workers, supervisor, District personnel and outside organizations (e.g. work order status, project timelines, priorities, materials order status, etc.) for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Coordinates complex projects with administration, other maintenance workers/skilled trades, and outside vendors (e.g. roof repair, emergency leak repair, mold remediation, preventative maintenance, etc.) for the purpose of completing projects/work orders efficiently.
- Dispatches maintenance personnel (e.g. assign work orders, call-out personnel for emergency repair, etc.) for the purpose of resolving maintenance requests.
- Estimates quantities and costs of materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Implements assigned activities and/or projects (e.g. hazardous material compliance, storm water runoff compliance, etc.) for the purpose of delivering services in compliance with guidelines and regulations.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Inspects completed work performed by outside contractors for the purpose of ensuring quality of work standards are met.
- Maintains a variety of files and records (e.g. time sheets, attendance records, work order material and labor costs, budget codes, inventory of materials and tools, purchase orders, petty/revolving cash, etc.) for the purpose of providing an up to date reference and audit trail.
- Negotiates with vendors for the purpose of ensuring purchases are within district requirements.
- Oversees maintenance department personnel and contractors day to day activities and operations (e.g. assign and prioritize work, track completion of tasks, review and approve orders for materials/parts/equipment, provide technical support, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs routine and preventive maintenance and repair (e.g. cutting materials, boarding up after vandalism, turning off water and power, etc.) for the purpose of ensuring the ongoing functioning of district wide systems.
- Prepares reports and written materials related to assigned activities and personnel (e.g. annual activities report, monthly attendance reports, work order material/labor costs, work order status, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies (e.g. gloves, safety equipment, tools, etc.) for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Represents Maintenance Supervisor in their absence for the purpose of conveying and/or gathering information required for continuing departmental operations.
- Researches a variety of topics (e.g. material costs/availability, new regulations, etc.) for the purpose of ensuring compliance with relevant requirements, securing general information for planning, and/or responding to requests.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Supervises assigned personnel in the absence of the Maintenance Supervisor for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including pertinent software applications; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: tools, methods, materials, and equipment used in carpentry, plumbing, painting, and electrical work; maintenance programs, state and federal requirements regarding maintenance at school sites; and codes, regulations and laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; providing direction and leadership; setting priorities; working as part of a team; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency Graduation from high school and four years varied skilled experience in the building maintenance trades.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

74