



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, BUILDING OPERATIONS/PETALUMA	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: Off-Schedule Review 6/2009		Board Approved: 08/11/09

JOB DESCRIPTION:

Under direction, coordinate building maintenance and custodial activities at campus/site; perform skilled maintenance in one or more of the construction trades; maintain records of building maintenance; monitor and give input into the operational budget; act as lead worker to designated classified employees at facility; and perform related work as required.

SCOPE:

The Coordinator, Building Operations plans, schedules, directs, or performs custodial and a wide variety of general and preventive building maintenance and repair duties to ensure the complete and secure operation of campus/site.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Troubleshoots, maintains, and makes minor repairs to electrical systems including heating and air-conditioning, lighting, temperature controls, fans, motors, pumps and belts to ensure consistent climate and temperature for campus/site.
2. Performs various building maintenance and custodial duties such as troubleshooting and repairing plumbing problems and resolving minor electrical problems.
3. Maintains master key system; installs hardware and modifies keys and locks.
4. Performs preventative maintenance and inspections such as monitoring Energy Management System, maintaining water treatment plan, inspecting fire alarms and other safety equipment, and replacing components such as filters; recommends the removal of hazards in coordination with Environmental Health & Safety office; prepares and maintains the facility's deferred maintenance program.
5. Schedules, assists, and directs the work of custodial staff for the campus.
6. Responds to calls for repairs and service; assigns appropriate staff to resolve problems.
7. Maintains service and inspection records on building and safety equipment and systems.
8. Orders, maintains and inventories stocks of supplies and parts.
9. Assists in monitoring campus/site operations budget; may assist the facility administrator in preparation of an operational budget.
10. Serves as campus event coordinator in organizing and completing all room and events requests.
11. Acts as lead worker for other classified employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform mechanical and custodial maintenance; plan and coordinate operations and activities; operate required tools and equipment skillfully and safely; perform physical labor; work from plans and specifications; maintain accurate records; keep current with new technologies as they relate to building maintenance; follow and give oral and written instructions; act as lead worker to other Classified staff; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Maintenance of institutional buildings and equipment, including tools, materials and standard practices of building and equipment trades; applicable building and safety code requirements; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment; educational building construction and maintenance operations.

Preferred additional knowledge: technical training in areas relevant to the maintenance of building systems; demonstrated experience in general building maintenance in an educational setting.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school.

Experience:

Demonstrated experience working in custodial and general maintenance, including supervisory experience and previous work experience in one or more of the construction trades (such as electrical, mechanical, heating and plumbing)

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and a good driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and respond appropriately to electrical hazards. Occasionally required to work under inclement weather conditions. Must be able to work safely in an environment containing cleaning materials using safety personal protective safety measures.