



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, FACILITY OPERATIONS	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 1999 Classification Study, 2005/2006 Classification Study		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, coordinate maintenance and custodial activities at campus/site; perform skilled maintenance in one or more of the construction trades; act as lead worker to designated classified employees at facility; and perform related work as required.

**SCOPE:**

The Coordinator, Facility Operations plans, directs or performs custodial, maintenance, or groundskeeping 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, repairs and maintains electrical distribution 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 facilities maintenance and custodial duties such as troubleshooting and repairing plumbing problems, resolving minor electrical problems, replacing lights, making and issuing building keys to staff members.
3. 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.
4. Prepares specifications and plans for contract and labor work in support of the facility's programs.
5. Responds to calls for repairs and service; assigns appropriate staff to resolve problems.
6. Maintains service and inspection records on building and safety equipment and systems.
7. Orders, maintains and inventories stocks of supplies and parts.
8. Monitors campus/site operations budget; may assist the facility administrator in preparation of an operational budget.
9. Responsible for the maintenance and safety of the Firing Range; trains Rangemasters in safety and use.
10. Acts as lead worker for other classified employees, including, but not limited to custodial and grounds 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 records; 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, grounds and equipment, including tools, materials and standard practices of building and equipment trades; standard practices and procedures of construction trades including materials and tools; 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:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

Graduation from high school.

#### *Experience:*

Three years experience working in custodial and general maintenance, including supervisory experience. Work in one or more of the construction trades (such as electrical, mechanical, heating and plumbing) is required.

### **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.