

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Coordinator of Maintenance & Facilities Planning

IMMEDIATE SUPERVISOR: Assistant Superintendent of Maintenance, Construction, and Facilities

FLSA STATUS: Exempt-Flexible working hours required

EMPLOYMENT TERM: Minimum 261 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE

SALARY: Based on a professional salary scale

EVALUATION: Performance in this position will be evaluated by Assistant Superintendent of Maintenance, Construction, and Facilities in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY: Responsible for addressing the maintenance needs of all county facilities, including preventive maintenance, and for the direction and completion of system wide projects. Responsible, also, for supervising maintenance department employees and for administering the maintenance department budget.

PERFORMANCE RESPONSIBILITIES AND EXPECTATIONS:

- Develops, manages, and presents information for all preventative maintenance schedules for all physical facilities and presents reports for use by the Superintendent to evaluate the needs of the facilities within Jefferson County Schools.
- Establishes and directs the operations of all Jefferson County Schools maintenance employees.
- Assists the Assistant Superintendent in the development and administration of the maintenance budget.
- Manages and supervises the procurement of all supplies and services required for smooth and efficient operations of the maintenance department.
- Directs and reviews all work schedules (monthly), requests for time off(monthly), and work order requests as developed and presented by the Supervisor of Maintenance.
- Conducts, prepares, and supervises all facility evaluations and semi-annual reviews of physical needs/issues identified at each location for presentation to the Assistant Superintendent for Maintenance, Construction, and Facilities.
- Directs, coordinates, and manages the technical communications needs for the maintenance department.
- Assists building administrators in managing and directing the custodial operations within each physical facility in the Jefferson County Schools.
- In conjunction with building administrators directs and coordinates the procurement of supplies, services, and materials necessary for operations of custodial functions.
- Conducts annual analysis of the maintenance employees and presents proposals for training, development, and/or materials needed for Jefferson County Schools. Evaluates maintenance department employees.

- Responsible for the collection and evaluation of all physical facility maintenance requests, the fulfillment of requests, and the follow-up necessary to ensure issues are properly resolved.
- Responsible for quality control inspections of all physical facilities on a random basis to ensure that custodial performances for cleanliness and completeness are identified.
- Responsible for the maintenance and resolution of all facility environmental issues, the coordination of manpower to resolve, and the issuance of compliance reports as necessary.
- Provide written/electronic reports on state and national required formats for identification, removal, and cleanup and/or handling of the following items:
 - o Asbestos
 - o Radon
 - o Hazardous waste
 - o Mold and mildew
 - o Sewage and human waste
 - o Pests
 - o Chemical spills
 - o Water quality
 - o Indoor air exchangers, air handlers, and air quality
 - o Oil storage, and gas/propane storage
- Reviews and reports on facility work orders and the progress toward resolving open work orders.
- Develops and manages the Jefferson County Schools winter snow removal plan and coordinates the necessary work force to ensure that all physical facilities are clear and safe for normal school operations.
- Acts as an agent of the Jefferson County Schools in all matters involving the use of any Jefferson County Schools property, vehicles, supplies, and buildings.
- Attends LSIC/BOE meetings as needed.
- Administration of additional initiatives and duties as assigned by the Superintendent and/or Assistant Superintendent for Maintenance, Construction, and Facilities.

QUALIFICATIONS:

Bachelor's Degree

Minimum of 3 years direct experience operating and managing facilities

Experience in the influence, direction, and delivery of system wide projects to completion

Ability to apply management plan for preventative maintenance schedule for a variety of assignments within the Jefferson County Schools.

PREFERRED QUALIFICATIONS:

Knowledge of West Virginia school law

School based administrative experience

Construction, maintenance, or mechanical job experience

Experience supervising and evaluating employees

Criminal background check conducted pursuant to WV Code §18-5-1Sc and/or §ISA-3-1 0, as appropriate, required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 75 pounds** of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The temperature in the work environment can range from below freezing when working outdoors to in excess of 90°F when working in boiler rooms, kitchen areas, or on rooftops. Indoor and outdoor surfaces can be slippery. The noise level in the work environment is moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.