

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### COORDINATOR OF MAINTENANCE

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Five (5) years work experience in the field of Industrial Management. A bachelor's degree may be used in lieu of experience.
- (3) Three (3) years supervisory experience.
- (4) A state license in a construction trade is preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of techniques used in construction, remodeling, and maintenance. Knowledge of and skill to construct annual budgets based on the needs of the District. Knowledge of all statutes and regulations governing construction and maintenance work. Skill to oversee design and construction projects. Possess positive interpersonal skills for team building.

#### REPORTS TO:

Director, Maintenance

#### JOB GOAL

To assist with carrying out the function of maintenance, capital improvements, capital outlay, environmental, energy, safety and security programs, and to help maintain all property and school plants in good condition to assure optimum educational improvement.

#### SUPERVISES:

Assists with the supervision of all maintenance employees.

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Assist with developing, coordinating, and implementing procedures that will ensure a safe, clean, attractive, and pleasant school atmosphere.
- (2) Assist with directing and coordinating the planning of educational facilities including the annual review of school plant and facility needs and the recommendation of priorities.
- (3) Assist in the development and formulation of appropriate educational specifications.
- \* (4) Assist with the recommendation and implementation of criteria relating to whether identified facility needs are to be met by standard or contract maintenance procedures or construction projects.
- (5) Assist in the selection of architectural / engineering firms and outside contractors for design and construction work and supervise the design and construction of all projects, including review of pay requests, inspections, and change orders.
- \* (6) Assist with meeting with the Assistant Superintendent, consultants, principals, and school committees during design phases for construction projects.
- \* (7) Assist with designing and supervising all maintenance, repair and construction projects undertaken by District personnel.
- \* (8) Assist with the inspection, approval and reporting on all maintenance, repair, and construction projects and, when applicable, inspect for compliance with building codes from project design throughout all phases of construction.

**MAINTENANCE FOREMAN (Continued)**

- \* (9) Assist with the supervision and inspection improvement and renovation work performed by outside contractors and verify that the terms of all such contracts have been fulfilled before authorizing final payment.
- (10) Assist in the acquisition and disposition of School Board-owned real property.
- (11) Assist with coordinating periodic inspections of all school facilities to ensure compliance with health, safety, and sanitation codes and to determine needed maintenance and repairs.
- (12) Assist with administering the maintenance safety program including the development and implementation of a progressive safety program to prevent accidents.
- (13) Assist with developing standards for the maintenance of District educational and ancillary facilities.
- (14) Oversee the Technology aspect of the online work order system for the Maintenance Department.
- (15) Assist with maintaining a long-range preventive maintenance program, prepare short-range schedules for programmed work, and develop a system of priorities for non-programmed maintenance work with types of work identified for each priority.
- (16) Assist with supervising the estimating cost of maintenance, remodeling, renovation, capital improvement and repair projects in terms of labor, materials, and overhead.
- (17) Oversee the Technology aspect of and assist with directing the district's energy conservation program.
- \* (18) Assist with directing the district's environmental program including potable water, wastewater, storm water, AHERA, Radon, indoor air quality, lamp disposal, and refrigerant recovery, etc.
- (19) Assist in the development, implementation, and evaluation of staff development activities for maintenance and capital improvement personnel.
- (20) Assist with the supervision of the function of property control including maintenance of property records and appropriate inventory control for maintenance and capital improvement.
- \* (21) Assist with preparing all required reports and maintaining all appropriate records.
- \* (22) Assist with supervising assigned personnel, conduct annual performance appraisals, and recommend appropriate employment action.
- (23) Assist with supervising the development of administrative guidelines for various areas of responsibility.
- (24) Assist in the development of policies related to assigned areas of responsibility.
- (25) Assist in the preparation of the administrative services budget.
- (26) Assist with developing and implementing policies and programs to ensure compliance with all regulatory agency rules.
- (27) Assist with the coordination of maintenance activities, capital improvements and capital outlay projects to prevent overlapping of activities.
- (28) Assist with performing other incidental tasks consistent with the goals and objectives of this position.
- \* (29) Ability to work in a constant state of alertness and safe manner.
- \* (30) Manage the Technology aspect of and oversee the district's key card/keyless entry system.
- \* (31) Work closely with the Technology Department as related to the Maintenance Department.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

**MAINTENANCE FOREMAN** (Continued)

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**

**Lane A9**

**Salary Index .06206**

**DOE Job Code 81014**

**Revised Board Approval 09/26/2023**