



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Preventative Maintenance/Training Coordinator**

Position Type: Exempt	Department: Facilities
Salary Schedule: Exempt	Reports to: Facilities Director
Salary Range: 5	Location: Administrative Center
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the Facilities Director in supervising the District preventative maintenance program, supervising the District preventative maintenance crew, and supervises and implements a custodial training program throughout all schools and maintains its effectiveness and compliance with regulations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

ESSENTIAL FUNCTIONS:

- Coordinates, directs and monitors the activities of the District preventative maintenance crews.
- Monitors special activities of the entire District custodial staff.
- Formulates methods and procedures for maintenance and custodial activities, devising work schedules and making routine checks to verify work progress.
- Coordinates preventative maintenance tasks to preventative maintenance zone teams and personnel for operations in the other various areas. Shares pertinent information with Facilities Director.
- Defines and implements with direction from Facilities Director an overall custodial training program to be used by all schools in the district.
- Coordinates with direction with district maintenance manager district custodian standard outcome.
- Estimates cost and determining replacement as opposed to repair.
- Fills out requisitions in preparation for processing, based on general guidelines and past orders in order to acquire materials and supplies needed in the work unit in conjunction with lead preventative maintenance tech.
- Reads, visualizes and interprets construction specifications and plans.

- Periodically inspects all District facilities, making recommendations to the Facilities Director as to needed repairs and/or improvements in overall preventative maintenance program for their success.
- Supervises workers to keep the facilities safe, attractive and in good repair.
- Schedules activities of the zone teams during summer months and breaks to assist in maintenance tasks at schools and special construction projects in conjunction with the Plant Foreman.
- Maintains existing documentation and devises and implements new record keeping methods in conjunction with the Plant Foreman.
- Coordinates and inspects outside contractors as assigned by the Facilities Director.
- Devises and implements methods and procedures for a structured preventative maintenance program for zone teams activities and monitors same with assistance from Plant Foremen and daytime Operations/Craft Supervisor.
- Schedules work assignments to substitutes to cover preventative maintenance zone teams/crew absences.
- Obtains all supplies and stock for the district preventative maintenance zone teams.
- In conjunction with crafts coordinator obtains all training materials for district custodial training program.
- Implements, directs and monitors a daily work order request system from the district preventative maintenance zone teams to the Plant Foreman or district facilities crews.
- Provides competent supervision of district preventative maintenance zone teams and custodial training persons to keep the facilities in an acceptable level of cleanliness and manicure, and preventative maintenance upkeep.
- Assists in selection and standardization of preventative maintenance and custodial supplies.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 20+ employees in the district maintenance/custodial.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- High degree of experience in and knowledge of building trades, construction techniques and general facility maintenance.
- Minimum of three years supervisory experience.
- Knowledge of and experience in all phases of maintenance/custodial/training procedures relative to industrial methods.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.