

Enterprise Elementary School District Job Description

Job Title: Maintenance and Operations Coordinator
(Confidential Position)
Department: Maintenance and Operations
Reports To: Chief Business Official
Range: G
Prepared By: Human Resources
Prepared Date: February 12, 2016
Approved By: Board of Education
Approved Date: April 13, 2016

SUMMARY: Under the general supervision of the Chief Business Official and/or designee, performs a wide variety of highly responsible organization and project management duties some of which are complex and above-average difficulty. Service as an inter-department district liaison between maintenance and technology departments. Supervise various activities including special projects; prioritize, schedule, assign and inspect work projects; train and evaluate the performance of assigned staff. Frequent contact with staff and vendors are characteristic of the position, performs other duties which relate to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with other public officials, school employees and vendors using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Assist in the development, coordination, administration and quality control of minor, remodel or construction projects.
- Coordinate Maintenance and Operations Department's work plan
- Prioritize and coordinate duties to assure effective work flow between departments
- Serve as a liaison and point of contact for project coordination between the maintenance and technology departments and school site personnel
- Coordinate and consult with school/site administrators and staff to support effective custodial activities
- Analyze, coordinate and implement security operations such as, but no limited to, individual physical access and surveillance activities
- Review and interpret information; analyze situations to define issues and draw conclusions
- Exercises direct supervision over assigned staff
- Maintains general knowledge of tools and techniques used in project coordination and administration
- Assist, prepares and/or maintains correspondence, reports, statistical data, project budget information, files and project records
- Assist with the preparation/coding of purchase orders, ordering of supplies/materials, maintaining records of expenditures and budgets related to assigned projects
- Perform inspections of school facilities and grounds
- Perform other duties which reasonably relate to the position

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QUALIFICATIONS: 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.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); Associate's Degree or equivalent from two-year college or technical school or Bachelor's Degree (B.A./B.S.) is desirable. One to two years of previous experience performing duties directly related to those listed above preferred. Project Management Certification preferred.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned staff

LANGUAGE SKILLS: Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine correspondence. Speak with another person and/or group in an understandable voice with sufficient volume to be heard at a normal conversational distance and on the telephone, hand held radio, loud speaker or other forms of communication devices. Must be able to take direction and be able to follow through in an independent manner; must be able to communicate well with staff, vendors and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the Chief Business Official and/or designee in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License and CPR and First Aid Certificate required. Project Management Certification preferred.

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to perform highly responsible project management work; ability to deal with a wide range of personalities and situations with tact and diplomacy; to compile and maintain accurate records, reports and coordinate projects; knowledge of modern office methods, practices and procedures; knowledge of computer word processing, spreadsheets, district utilized programs and other office machines; ability to make arithmetical calculations quickly and accurately; knowledge of school budget procedures; ability to read/interpret construction details, plans and/or drawings; ability to function with minimal supervision; use a variety of office equipment; communicate effectively in both oral and written form, including computer; receive and give instructions; set priorities; coordinate several activities simultaneously; assist in training and planning of other staff.

PHYSICAL DEMANDS: The physical demands described here 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 regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The

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employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

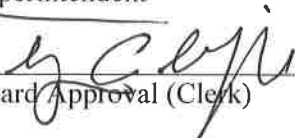
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.



Superintendent



Date



Board Approval (Clerk)



Date