

Coast Unified School District

Title: Maintenance and Operations Coordinator

Salary Range: 21

Job Summary: Under the general supervision of the Director of Maintenance, Operations and Transportation, in coordination with the Site Administrators, will lead, direct and implement operational procedures for the assigned department and to perform skilled maintenance work in several trade areas and at the journeyman level in one trade; to perform routine maintenance and related work as required.

Qualifications:

Required:

Completion of high school or equivalent.

Valid California Driver's License.

Certification of training in at least one specialized field.

Training or experience in repair and maintenance in several areas.

Fundamental working knowledge of skills, tools and materials necessary to perform job tasks.

Working knowledge of applicable codes.

Ability to exercise good judgment and work effectively in the absence of supervision.

Ability to direct the work of others.

Ability to provide in-service training as needed.

Ability to perform strenuous physical work.

Ability to adapt to changing situations.

Ability to work independently.

Ability to skillfully and safely operate and care for particular kinds of power and hand equipment and tools.

Ability to establish and maintain effective working relationships with staff members, parents and students.

Desirable:

Essential Functions:

Schedule work and assign duties to department personnel; maintain inventories and prepare purchase requisitions; oversee department operations related to establishing routines, procedures and timelines for completion of departmental duties; train employees on proper operational procedures, safety and specific job duties; conduct department meetings as needed; work to ensure assignments and responsibilities of the department are completed properly and efficiently; plan jobs; order needed materials and supplies; keep required preventive maintenance records and prepare and submit necessary preventive maintenance reports; support Director of M.O.T. in developing scope of work, evaluating bids, contacting and meeting with contractors, define projects, review completed work and report to the Director of M.O.T. regarding contracted work; daily review, processing and support Director in distribution of work orders across departments through the established work order system; provide mutual aid to other M.O.T. personnel as needed; perform preventive maintenance, troubleshooting and repair in the following areas: HVAC, electrical, plumbing, light construction, equipment repair, power and hand tools, minor roof repairs, painting, windows & doors.

Physical Requirements:

1. Ability to ascend and descend steps.
2. Ability to see and read, with or without vision aids.
3. Ability to hear and understand speech at normal levels.
4. Ability to communicate so others will clearly understand normal conversation.
5. Ability to bend and twist, kneel and stoop.
6. Ability to lift, carry, push and/or pull up to 40 pounds on a regular basis.
7. Ability to reach in all directions.
8. Ability to lift up to 100lbs.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direct supervision of the Director of Maintenance, Operations and Transportation.

Approved: October 10, 2019