

**Roswell Independent School District
Job Description**

Job Title: COORDINATOR OF MAINTENANCE

Reports To: ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS

General Job Description:

To supervise the maintenance staff and maintain facility schedules in order to provide a healthy, safe, and attractive physical plant for staff and students.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues, and take initiative to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Demonstrate leadership capabilities and qualities.
5. Effectively manage the resources for which he/she is responsible including personnel, finance, facilities, programs and time.
6. Use supervision, staff development and performance evaluation to improve the performance of all maintenance staff.
7. Maintain a familiarity with current professional issues through a process of ongoing personal development.
8. Comply with all School Board policies and Administrative regulations.
9. Work cooperatively with colleagues, supervisors, and administrators.
10. Demonstrate ethical behavior.
11. Examine sites/school buildings on a regular basis for needed repairs, maintenance and cleanliness pertaining to safety of occupants.
12. Train and maintain records for all maintenance staff in proper use of materials/equipment.
13. Project over-all concern for personal appearance as it relates to job performance.
14. Maintain records as required.
15. Supervise in the department/staff evaluation process. Manage the hiring/termination process and make recommendations to Human Resources.
16. Communicate with Custodial Supervisor in assigning custodians in the most efficient manner to all facilities and work shifts.
17. Communicate with Custodial Supervisor in supervising all custodians (including day and evening crews).
18. Establish cleaning standards for all maintenance staff to meet.
19. Provide supervision and guidance for all maintenance staff.
20. Provide a comprehensive training program for all maintenance staff and maintain records.
21. Provide documentation and reports as appropriate or requested by the Assistant Superintendent for Financial Operations.
22. Coordinate with Custodial Supervisor in assigning custodial staff for after hour building use in an equitable manner.
23. Collaborate with building principals for reports on staff attitude and building cleanliness.
24. Work in a safe manner with personal safety and the safety of others as the number one priority.
25. Communicate with Custodial Supervisor and co-workers.
26. Make decisions with the District interest being the top priority.
27. Inspect work by all staff members on a regular basis, and provide written copies of the inspections to staff if corrections are warranted.
28. Deal with information that is confidential regarding personnel and labor relation issues.
29. Set up and conduct safety meetings for all maintenance staff.
30. Responsible to adjust/change when appropriate, the District's maintenance procedures to ensure safety and adjustment to situations that may arise.
31. Be available to conduct accident investigations.
32. Maintain assigned uniforms, equipment, tools and custodial closets in operable, safe and attractive status.
33. Account for supplies, materials, and equipment as required.
34. Complete records and reports as requested in a timely manner.
35. Respond to calls during off duty hours when staff need help or vandalism reports.

COORDINATOR OF MAINTENANCE (CONT'D)

36. Responsible for custodial equipment repair, maintenance and replacement.
37. Develop and administer a fleet transportation program to meet all the requirements of the daily work schedule.
38. Maintain safety standards in conformance with state, and insurance regulations related to district fleet vehicles.
39. Attend appropriate committee and staff meetings.
40. Coordinate in-service programs for all maintenance staff.
41. Maintain all district owned fleet vehicles schedule required maintenance and cleaning.
42. Authorize transportation purchases in accordance with budgetary limitations and District rules.
43. Annually evaluate the effectiveness of District owned fleet transportation system and report to the Assistant Superintendent for Financial and Operations.
44. Responsible for monitoring all maintenance staff's equipment and supplies and make recommendations.
45. Responsible for managing the District process for transfer and disposal of property.
46. Coordinate and schedule through Facility Direct the use of all facilities for all organizations.
47. Responsible for invoicing of all outside organizations that request facility usage.
48. Coordination with the Athletic/Activities Director with the upkeep of Athletic facilities for District/Public use.
49. Complete paperwork and review files for employment of staff in Human Resource Department.
50. Performing other tasks deemed appropriate or necessary by your supervisor.

Supervisory Responsibilities:

1. Maintenance Department and Custodial/Maintenance Supervisor.

Qualifications:

1. High School diploma or GED
2. Post-Secondary Educational experience and/or experience appropriate for position applying.
3. Possess a Valid New Mexico Driver's license appropriate for operating vehicles used in maintenance department.
4. Familiarity with codes and enforcement.
5. Ability to teach safety subjects.

Physical Requirements:

1. Physical ability to do manual work for 8 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (50 pounds) occasionally. Lifting from mid-thigh to shoulder maximum (50 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (50 pounds) maximum occasionally.
3. Work overhead, in tight areas, on ladders, and at floor level (on knees).
4. Hand/eye coordination, normal range of sight.
5. Ability to move and operate vacuums, buffers, and other custodial related equipment. Backhoe, front-end loaders, graders, mowers, lift, and any other maintenance related equipment.
6. Work safely from ladders.
7. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people.
8. Have the physical capacity to handle warehouse supplies and move furniture.
9. Must have full mobility of fingers/hands.

Safety and Health Requirements:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools and materials.
3. Complete all required training.
4. Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, all maintenance equipment including current technology as needed.

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Work Environment:

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. Conditions range from working in buildings and office settings, to working outside in very cold/hot temperatures. The warehouse is generally hot in the summer and cold in mid-winter. Working in tight cramped areas of equipment and machinery are common. Work schedule will be assigned to best meet the needs of students/staff and may be altered at any time to accommodate all. After Hour call outs will be assigned on an as needed basis to take care of emergency situations. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to travel from site to site. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date