

JOB TITLE
COORDINATOR
GENERAL MAINTENANCE

DIVISION
ADMINISTRATION

REPORTS TO
MANAGER GENERAL MAINTENANCE

SALARY SCHEDULE & GRADE
I I, GRADE 6

LENGTH OF WORK YEAR
209 DAYS

DATE
SEPTEMBER 13, 2010

SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of second shift renovation projects. Assists with the coordination and administration of the District's preventative maintenance program.

PERFORMANCE RESPONSIBILITIES

1. Supervises and coordinates preventative maintenance work performed by employees assigned to general maintenance support.
2. Reviews plans and specifications for renovation and construction projects.
3. Coordinates workforce meetings and training with vendors on new equipment and tools.
4. Assigns, reviews and inspects work assigned to journeymen.
5. Coordinates meetings with principals on projects.
6. Supervises and evaluates assigned staff.
7. Coordinates and supervises special renovation projects for districtwide needs.
8. Coordinates emergency repairs to ensure efficiency of operations.
9. Performs other duties as assigned by Manager General Maintenance.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D.
2. Valid Kentucky State Journeyman License in a skilled trade

DESIRABLE QUALIFICATIONS

1. Vocational school training/Degree
2. Valid Kentucky State Masters License in a skilled trade
3. Experience and knowledge of all aspects of construction trade

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