



COORDINATOR - MAINTENANCE

SUMMARY/SCOPE/GOAL

To assist in providing leadership for the maintenance and operations services in an efficient and effective manner which best supports the educational process.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree in Engineering, Building Construction, Management, or related field
OR
- High school diploma or equivalent or special diploma **AND** ten (10) years progressively responsible experience in one or more major building trades with three years being educational facilities related.
OR
- Equivalent combination of education and experience.
- Two (2) years' experience at supervisory level.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Maintain operational records and reports.
2. Monitor and enforce observances of safety regulations.
3. Coordinate overlapping work among maintenance supervisors.
4. Analyze and resolve work problems and assist workers in solving problems.
5. Instruct, monitor, and consult with staff on complex work tasks and ensure compliance with blueprints, plans, codes, standards, regulations, and operation instructions.
6. Study existing practices and procedures to determine methods of improving installation, repair, and maintenance work.
7. Utilized computerized maintenance management systems to ensure optimum departmental performance.
8. Participate in continuous improvement initiatives as they relate to maintenance and operations department.
9. Participate and report on customer satisfaction surveys and actions plans.
10. Communicate with Work Control Communications/Customer Services personnel on a regular basis for proper reporting of shop activities.

COORDINATOR - MAINTENANCE

11. Manage major maintenance and appropriate capital projects to meet timelines, specifications, and budgets.
12. Participate in design criteria for new schools and implementation of new materials and construction practices during design phases.
13. Participate in assessment of schools/facilities for budgeting purposes of up-coming capital projects and five-year assessment plan.
14. Use all up-to-date contract information as to State Bids and/or Piggyback procedures.
15. Ensure all policies and regulations of the School Board of Brevard County are observed at all times.
16. Maintain a safe and secure working environment for all employees.
17. Participate in the development, implementation, and coordination of maintenance and safety related training plan.
18. Supervise and coordinate the Portables Management Plan.
19. Complete performance evaluations on subordinate employees.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Working knowledge of Uniform Building Code, Southern Building Codes and State of Florida, Educational Building Requirements for Facilities. Ability to read, interpret and identify blueprints and schematics. Ability to interpret detailed drawings as well as field sketches, perform structural lay-outs and material take-offs. Ability to meet deadlines and completion dates for projects. Ability to manage maintenance personnel activities and workmanship. Ability to coordinate design/construction consultants and contractors throughout entire projects and meet deadlines and projected completion times within budgetary constraints. Ability to work closely with the maintenance work force, professional staff, and school community in carrying out responsibilities. A demonstrated ability to complete tasks through planning, decision making and implementation processes. Ability to analyze technical and manpower needs and develop priorities for safety, cost effectiveness, facility operation and organizational changes. Technical knowledge of all crafts within the maintenance department. Knowledge of administrative computer application. Demonstrated written and oral communication skills.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Intermittent light machinery noise and activity level.

COORDINATOR - MAINTENANCE

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Plant Operations and Maintenance
TITLE CODE:	C2316	CONTENT BY:	Assistant Superintendent – Facilities Services
GRADE:	20	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	6/12/2001	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/12/1998	Developed	
1.1	6/12/2001	Revised	
1.2	9/20/2001	Revised	
1.3	12/01/2020	New Format	Ellie Kelly – Human Resources
1.4	11/29/2021	Updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.