

## Facilities Co-Ordinator

### Job Description

Maintenance personnel shall be under the general and immediate supervision and direction of the Supervisor of Buildings and Grounds.

Maintenance personnel and assistant shall be responsible for keeping the district's buildings and grounds and other related equipment in proper and safe operating condition. Each tradesman shall work closely with the Supervisor of Buildings and Grounds in order to keep all facilities and equipment in good repair and to prevent the interruption of educational programs. Generally each mechanic is responsible for the following:

- Keep tools and equipment in clean and proper working order and safeguarded
- Maintain inventories of all supplies and equipment for which he/she is responsible
- Complete work orders in priority order as directed by the Supervisor Buildings and Grounds
- Maintain time and material on all work orders assigned
- Maintains high standards of safety and good housekeeping in all work related areas
- Coordinate, through the Supervisor of Buildings and Grounds, Assistant Supervisor, mechanics, individual trade expertise with other trades, which may be involved in a job assignment
- Perform any other duties assigned by the Supervisor of Buildings and Grounds or his superiors

Specifically, this individual shall have the following job responsibilities:

- Performs repairs and maintenance consisting of, but not limited to, electrical systems, fuel systems, steering systems, heating and cooling systems, transmissions, tires and wheels, oil changes, body repairs, repair mowers, trimmers, edgers, line cutters, welding components and equipment
- General plumbing including cutting and threading pipe, replace washers and gaskets
- Tape dry wall, paint, spackle and use scaffolds
- Builds or lays concrete structures
- Points bench and/or stone structures, patch planter and repair broken concrete structures
- Safely operates hand and power tools and equipment
- Repair or replace wood and metal components of the schools plant. This includes but is not limited to such things as hardware on doors and corridors, framing, sash and door repairs, glazing, furniture and ceiling reconstruction, floor, wall and tile repairs
- Operate trucks, backhoes, rollers or other heavy equipment

- Perform welding operations and fabrication, as requested
  - Assist all trades-plumbing, HVAC, electricians, painters, mason, carpentry
  - Obtain boilers license to assist custodians in schools
  - Lead Snow Commander: Organize and execute, make sure all schools are plowed and salted
  - Assist Supervisor and Assistant Supervisor of Buildings & Grounds when either is absent
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