

PREVENTIVE MAINTENANCE COORDINATOR

ROLE: The Coordinator of Preventive Maintenance provides supervision and coordination for the general maintenance activities of the maintenance department including painting, roof repair/renovation, glazing, carpentry, masonry, and other non-mechanical/electrical trades.

DUTIES: Reporting directly to the Supervisor of Maintenance, the Coordinator of Preventive Maintenance performs the following duties.

1. Exercises direct supervision and coordination over assigned and contracted maintenance personnel engaged in maintenance and minor capital projects involving the following:
 - a. Painting of interior and exterior of schools and administrative facilities.
 - b. Roof repair and renovations.
 - c. Installation and replacement of glass.
 - d. Carpentry including repairs, framing, and furniture fabrication and repair.
 - e. Masonry, including masonry repairs and construction of small masonry structures.
 - f. Repairs and installation of parking lots, sidewalks, blacktop play areas and other such items.
 - g. Maintenance and installation of storm water swales.
 - h. Installation and repair of locks and other door hardware.
 - i. Maintenance and installation of carpeting, lockers, windows, and other non-mechanical /electrical building systems.
2. Arranges for permits and inspections required by the city and county for installations and modification of the above listed systems.
3. Sets work priorities within resources based on guidance received from the Supervisor of Maintenance.
4. Inspects completed maintenance projects for workmanship, adherence to codes, and compliance with contracts.
5. Provides for emergency source of technical operating systems on weekends and holidays as well as during normal duty hours.
6. Oversees the purchase and stocking of parts related to the above listed systems.
7. Assists the Supervisor of Maintenance in areas assigned to that department.
 - a. Furnishes information for budget preparation.
 - b. Arranges for contracted services as required.
 - c. Advises on work requirements and priorities.
 - d. Alerts the Supervisor on imminent systems failure and projected system requirements.
 - e. Participates in the preparation of the Comprehensive Maintenance Plan.
8. Performs other duties as assigned by the Supervisor of Maintenance.