**Maintenance Coordinator**

**Job Description**

**POSITION SUMMARY:** This position maintains grounds, equipment, and buildings in top condition to ensure full and productive use of district facilities subject to all safety and code requirements and district policies.

**DUTIES AND RESPONSIBILITIES:** These duties and responsibilities are judged to be “essential functions” in terms of the Americans with Disabilities Act or ADA. The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

**General Responsibilities:**

* The Maintenance Supervisor works under the direction of the Director of Operations and reports directly to the Maintenance Coordinator.

* The Maintenance Supervisor, in conjunction with the Maintenance Coordinator, is responsible for directing the day-to-day supervision of the maintenance employees who are assigned to the Operations Department.

* This is a supervisory position, which requires the ability to supervise, manage, and motivate the maintenance employees.  This is a working supervisor position.

* Monitor the quality of work being done throughout the district, and as needed, address performance issues within the Operations Department.

* To be the “front line communicator” to work out personnel concerns within the department in an effective manner to do what is right for the district and the employee.

* Scheduling and oversight of outside contractors as needed. Responsibilities will include working with contractors and approving proposed repairs.  Demonstrated experience with management and coordination of contractors and subcontractors will be very important.

* The Maintenance Supervisor must have the capability of being able to do, or learn how to do, many of the tasks that our Operations Department performs.

* Manages the maintenance of all grounds throughout the district. Performs services in the following areas, in a safe, efficient, and economical manner ○ Mowing ○ Trimming ○ Field Marking and Set up ○ Snow Plowing ○ General Maintenance ○ Playground Maintenance ○ Fertilizer and weed killer applications

* Responsible for irrigation systems; to include monitoring, maintenance, making adjustments to the sprinkler system, and the startup and shut down of the system (winterizing).

* Responsible for maintaining all athletic fields and functions.

* Responsible for snow removal in the district to ensure safe conditions for students, staff, and visitors. Will monitor weather conditions daily from November 1st through March 31st and coordinate snow removal plans with the Director of Operations. During snow events, will coordinate snow removal assignments for the maintenance crew members. Will establish the Weekend Snow Removal Schedule, assign two-man crews on alternating weekends, and monitor the schedule.

* Expected to follow and maintain all Federal, State, and Local safety and code requirements.

* Possesses knowledge of safe work habits and practices the same.

* Performs preventive maintenance and repairs on all equipment owned by the district. (Mowers, tractors, brooms, golf carts, paint sprayers, plows, leaf blowers, chain saws, string trimmers, and any other equipment used in the Operations Department) Will report major repairs to the Director of Operations and coordinate approval for funds. Will make recommendations for new equipment purchases to the Director of Operations.

* Responsible for the fleet maintenance for all vehicles in the Operations Department. (Trucks, vans, box trucks, and any other vehicles used in the Operations Department) Will report major repairs to the Director of Operations and coordinate approval for funds. Will make recommendations for new vehicle purchases to the Director of Operations.

* Works with the Director of Operations to have an understanding of what the needs and priorities of the district are.

* Moves equipment and materials within and between school buildings.

* Is able to determine what is needed to complete assigned tasks. Skillfully and efficiently uses time and resources to execute those tasks.

* Is available for any work assignment as deemed necessary to resolve maintenance and/or operational problems within the district. This could include working overtime, weekends, and holidays as needed.

* Responsible for working with other members of the team to resolve all problems in a manner that is beneficial to the district. Has the ability to build strong working relationships with co-workers and other district staff.

* Responsible for taking the initiative to resolve problems, and work with other staff members throughout the district as needed.

* Responsive in a courteous and helpful manner to all members of the community, treating them as a customer.

* Communicating problems through the chain of command in an appropriate manner.

* Must be a team player and supportive of the overall goals of the Operations Department and the (School District).

* Reports to the proper authority any unsafe or dangerous conditions existing on school properties or within the buildings and any irregular use of buildings and grounds.

* Continually attempts to increase his/her skills and is knowledgeable about updated equipment and methods by attending school, seminars, etc.

* The Maintenance Supervisor will be a member of the Emergency Response Team for the Operations Department.

* Participates on emergency work crews and works overtime whenever needed. Scheduling of people to work overtime as needed.

* May be required to be on emergency call lists for the district as needed.

* Performs other duties as assigned or directed by the Director of Operations or Maintenance Coordinator.

*(The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.)*