



Leadership • Collaboration • Support

JOB TITLE: Facilities/Maintenance Coordinator

CSEA Salary Schedule, Range 39

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To perform or coordinate the performance of all maintenance and repairs of agency's facilities and equipment.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California state driver's license.
- Knowledge of modern methods, materials, and equipment and their uses in the performance of maintenance and repair tasks.
- Minimum of three (3) years of experience as a licensed construction contractor or other similar qualifying experience. Experience as a general contractor preferred.
- Ability to understand and follow oral and written instructions.
- Ability to perform a variety of semi-skilled and skilled tasks.
- Ability to operate a variety of hand-powered and motor-driven tools and equipment.
- Ability to work effectively and cooperatively with fellow employees, teachers, administrators, students, outside contractors, and the general public.
- Ability to meet the physical requirements for the successful performance of the job.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.
- Experience working in school maintenance and construction preferred.

This work consists of responsible skilled labor at the journeyman level within a classification series.

ESSENTIAL DUTIES

- Receives, prioritizes, and coordinates work requests for maintenance needs.

- Performs semi-skilled and skilled trades, including carpentry, electrical, and plumbing, in the maintenance of agency's facilities.
- Purchases materials needed for maintenance tasks.
- Assists and/or confers with outside contractors in the performance of more complex repairs, construction, or maintenance functions.
- Cleans work areas following completion of maintenance and/or repairs.
- Paints facilities when necessary.
- Sets up equipment for work projects as necessary.
- Moves heavy equipment and/or furniture as necessary.
- Assumes responsibility for the security of assigned area(s).
- Maintains, repairs, orders parts, cleans, inspects, and trains staff on all maintenance and construction equipment.

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a broad framework of policies and procedures. Employees in this classification establish daily priorities of workload.

SUPERVISION EXERCISED

Employees in this classification may supervise the work of others in a leadperson capacity.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%) Walking (30%) Sitting (10%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or
Pulling Loads (3)

Reaching
Overhead (3)

Kneeling or
Squatting (3)

Climbing Stairs (3)

Climbing Ladders (3)