



1303 BUILDING MAINTENANCE COORDINATOR

Classification Summary

Performs preventive maintenance and expedites necessary repairs to the facilities of an assigned District school. Oversees building maintenance and daily operation of the physical plant.

Distinguishing Characteristics

Distinguished from Mechanical Maintenance Worker by assignment to provide maintenance services to one school location rather than to a variety of locations. Provides liaison between school personnel and maintenance personnel regarding school maintenance requirements.

Supervisory Relationships

Works under the direct supervision of a school administrator. May provide direction to a Groundskeeper or other District staff.

Examples of Duties

1. Establish and maintain a preventive maintenance schedule for heating and ventilation equipment. Test relief valves, clean and lubricate parts, and replace belts and filters.
2. Perform daily inspections of building facilities and equipment to identify and correct unsafe conditions. Maintain records of steam boilers and heating system; note hours in service, amount of water and oil used, and maintenance provided.
3. Perform some maintenance tasks such as installing projection screens, window shades, supply dispensers, and black boards, repairing lockers, servicing vacuum cleaner, floor buffer, and similar items; patching walls and touching up paint, carpentry, adjusting and minor repairs to doors, hardware and closers, minor plumbing repairs, replacing electrical cords and plugs, and assisting other maintenance personnel.
4. Submit work orders for repairs unable to perform. Coordinate with appropriate budget account. Direct and assist service persons as required.
5. Complete and submit monthly safety inspection report. Accompany all inspectors (insurance or fire); correct or arrange correction of any code violations or hazards.
6. Respond to requests for general directions or information. Guide service persons or contractors to work areas.
7. Disassemble boiler for summer inspection and re-assembly by Heating Technician.
8. Check in and deliver supplies.
9. Determine, if possible, the nature of problems, assess needs within the building, and take appropriate actions.
10. Keep track of work in progress and work that has been completed in the building.
11. Unlock building.
12. Perform related work as required.

Required Knowledge, Skills and Abilities

1. General knowledge of the operation, maintenance, and repair of plumbing, heating and electrical wiring systems.
2. Ability to service and maintain small motors and engines.
3. Ability to operate hand and power tools such as electric drill and table saw.
4. Ability to prioritize work requests based on nature and severity of problems; ability to work under pressure of simultaneous demands or frequent interruption.
5. Ability to identify potential hazards or problems and eliminate them.
6. Ability to direct the work of other employees.
7. Ability to work independently.
8. Ability to work with others in a positive, constructive atmosphere.

9. Ability to understand the needs of students, staff, the public, maintenance workers, and make decisions based on those needs.
10. Ability to communicate clearly with others, writing.
11. Ability to work quickly and efficiently.
12. Physical ability to perform job requirements.

Minimum Qualifications for Class Entry

Substantial experience working independently in general building and mechanical maintenance or caretaking.

Work Environment

Works in a school setting. Incumbents in this class may be required to lift heavy objects, work in awkward or tiring positions, and perform emergency repairs during evening or weekend hours.