

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

FACILITIES MAINTENANCE COORDINATOR/EXPEDITOR

DEFINITION

To perform a variety of duties in the coordination of facilities maintenance and construction projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Maintenance.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Confers with site administrators regarding needed improvement and contacts contractors for repairs and procures equipment necessary for replacement. Coordinates with outside contractors to obtain bids and/or estimates. Drafts architectural drawings to be disseminated to prospective contractors for job bids. Compiles and maintains inventory records on District facilities and equipment requiring maintenance. Maintains preventive maintenance work. Prepares labor time estimates for maintenance work using experience factors, estimating manuals and engineered performance standards. Makes material estimates from information on work requests, plans or visits to job site. Analyzes repetitive maintenance problems and recommends corrective action. Maintains technical manuals, operations, and maintenance manuals as required for maintenance program. Assists in preparing and maintaining long range recurring maintenance schedule and equipment replacement program. Maintains file on vendors for specialized materials. Purchases technical materials, supplies, and equipment for Maintenance Department and other related work as required. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of the methods, materials, supplies, and equipment used in the various building and ground maintenance specialities of electrical, plumbing, air conditioning, refrigeration, and construction and maintenance practices. Knowledge of mechanical systems maintenance practices. Ability to read, interpret, revise, and work from drawings and blue-prints. Ability to estimate material and labor costs. Ability to keep records and prepare reports.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Facilities Maintenance Coordinator/Expeditor (Continued)

Knowledge and Abilities (Continued)

Knowledge of the various systems and building within the District. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible facilities maintenance experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance supplemented by specialized training in construction technology.

License or Certificate

Possession of, or ability to obtain, an appropriate valid California driver's license.

Reviewed and Agreed to by:

Incumbent: _____ Date: