CLASS TITLE: MAINTENANCE OPERATIONS COORDINATOR

BASIC FUNCTION:

Under the direction of the Director, Maintenance, Facilities and Facilities Planning, plan, organize and oversee the maintenance, alteration, construction, installation and repair of College buildings, facilities, grounds, custodial, systems and equipment; train, supervise and evaluate the performance of assigned personnel and oversee scheduled maintenance projects.

REPRESENTATIVE DUTIES:

Plan, organize and oversee the maintenance, alteration, construction, installation and repair of College buildings, facilities, grounds, custodial, systems and equipment; prepare work orders and assign work to appropriate personnel as necessary. E

Provide project management for assigned scheduled maintenance projects. Supervise contractors, obtain and monitor cost estimates and bids; punch list projects for closure. E

Prioritize and schedule work; plan and participate in preventive maintenance programs and oversee department service contracts. E

Develop, oversee, evaluate and maintain records, reports and documentation related to department operations (personnel, payroll, work orders, proposals, contracts, etc.). E

Assist with budget preparation and coordinates the grounds, custodial, and building/equipment budgets. E

Inspect buildings, facilities and equipment for needed repairs and maintenance. E

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. E

Maintain records and prepare reports; prepare job estimates; obtain price quotes and assure availability of supplies and equipment and services; order and schedule materials to be delivered; assist in preparation of maintenance budget. E

Assist in the implementation and development of long and short-range deferred maintenance projects; estimate cost of new projects and renovation assignments; submit to the Director for signature as appropriate. E

Use standard practices, methods, materials and equipment to complete work in the various trades areas including carpentry, plumbing, painting, electrical, heating and air conditioning; drive a vehicle to conduct work. E
Read and interpret blueprints to determine building construction and equipment installation; assist in the preparation of bid specifications. 

Plan, coordinate, lay out, oversee and supervise the work of maintenance staff and outside contractors in the maintenance department. Perform “hands-on tasks when needed and as required.

Assist with the District’s Hazmat program; assure compliance with established guidelines and procedures related to the handling and disposal of hazardous materials; oversee asbestos abatement contracts to assure compliance with regulations.

Maintain an energy conservation program.

Communicate with District personnel to provide or receive information and coordinate activities.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Requirements of maintaining buildings, facilities and equipment in good repair.
- Proper methods, materials, tools, terminology and equipment used in the building maintenance trades.
- Principles of training and providing work direction.
- Health and safety regulations and procedures.
- Proper methods of storing equipment, materials and supplies.
- Operation, use and care of specialized equipment used in maintenance trades.
- Technical aspects of the building maintenance trades.
- Record-keeping techniques.
- Proper methods and procedures related to the handling and disposal of hazardous material.
- Bidding of work processes.

**ABILITY TO:**
- Plan, organize and oversee skilled trade and journey-level employees and contractors involved in construction projects and maintenance and repair of buildings and equipment.
- Perform journey-level building and equipment maintenance work involving a variety of trades.
- Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
- Work from blueprints, shop drawings and sketches.
- Operate a vehicle and a wide variety of power equipment and hand tools related to the building trades.
- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Work independently with little direction.
Establish and manage department service contract.
Assist in preparation of bid specifications.
Oversee outside contractors and acquire bids.
Oversee punchlist closure to projects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an apprenticeship program in one of the maintenance trades and five years experience in a journey-level trade.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, outdoor and shop environment.
Driving a vehicle to conduct work.
Adverse weather conditions.
Regular exposure to fumes and dirt.
Noise from equipment operation.

PHYSICAL DEMANDS:

Heavy physical labor.
Standing and walking for extended periods of time.
Climbing ladders and working at heights.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling heavy objects.
Dexterity of hands and fingers to operate power tools and equipment.

HAZARDS:

Working on ladders or scaffolding.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts including power saws.