

**SCOTTSDALE UNIFIED SCHOOL DISTRICT
CLASS SPECIFICATION**

CLASS SPECIFICATION TITLE: FACILITIES COORDINATOR

<u>FLSA STATUS:</u> Non-Exempt
<u>CLASS SUMMARY:</u> This stand-alone classification is responsible for the custodial and routine to semi-skilled maintenance activities of a school facility. Directly supervises custodial workers or a custodial contract. Duties include: performing routine custodial and maintenance functions; conducting required inspections; setting up and tearing down of rooms; maintaining inventory of supplies and equipment; and, working with school administrators to ensure proper functioning of facility.

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)	<u>FRE- QUENCY</u>
1. Supervises District employees or contracted workers, which may include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.	Daily 10%
2. Conducts inspections of facilities to ensure systems and equipment are operating properly, efficiently, and meet District standards and specifications.	Daily 30%
3. Supervises activities and participates in the monitoring, operating, servicing, troubleshooting, and maintenance of District equipment, systems, and facilities to ensure proper operations, which includes: ensuring the security of buildings and facilities; adjusting processes; scheduling maintenance; interpreting data; monitoring activities for compliance with applicable regulations, codes, and standards; ordering supplies and inventory; and/or, performing other related duties.	Daily 15%
4. Provides customer service by responding to requests from staff, administrators/principals, parents, vendors, visitors, students, and/or other interested parties.	Daily 10%
5. Coordinates and participates in a variety of facility activities, which may include: setting up and tearing down for events and programs; moving boxes, books, supplies, and furniture; preventative maintenance activities; facility repairs; and/or, other related activities.	Daily 15%
6. Responds to emergency situations.	Daily 5%

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7.	Reviews and prepares a variety of schedules, work orders, logs and/or reports, which includes: compiling and calculating information and data; checking, recording, and updating records; and/or, preparing other related information. Submits information to appropriate individual(s).	Weekly 10%
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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
8.	Participates in facility expansion and/or renovation design activities and/or meetings.	Monthly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):
High School Diploma, or G.E.D., and two years of relevant maintenance experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Licensing Requirements:
- Valid Arizona Driver's License.

Knowledge (position requirements at entry):

- Knowledge of:
- Supervisory principles;
 - Safety procedures and practices;
 - Heating and cooling systems;
 - Applicable hand and power tools of the trade;
 - Facility inspection procedures;
 - Mathematical principles;
 - Basic mechanical and electrical systems;
 - Chemical handling procedures;
 - Project management principles;
 - Customer service principles.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Operating applicable tools and equipment of the trade;
- Performing mathematical calculations;
- Troubleshooting and repairing basic equipment problems;
- Preparing a variety of logs, paperwork, and reports;
- Coordinating and requesting a variety of facilities maintenance activities;
- Monitoring and maintaining inventory and supply levels;
- Performing inspections and identifying needed repairs;
- Using a computer and related software applications;
- Planning and managing projects;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, and intense noises.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Prepared by Fox Lawson & Associates LLC (LM)

Date: (7/06)