

COORDINATOR, SPECIAL PROJECTS

GENERAL RESPONSIBILITIES

The position is responsible for coordinating, overseeing, and documenting all preventive maintenance activities for the Office of School Plant Services (School Plant). This includes, but is not limited to, tracking equipment utilizing an asset management software program, overseeing the safety program for school plant personnel, investigating and coordinating special projects and coordinating non-environmental training program(s) for school plant.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate and supervise special projects and environmental projects for the Office of School Plant Services.
- Collaborate with Facilities Planning and Construction and School Plant in the development of summer projects.
- Prepare annual safety budget; examine specifications for contracted work during the yearly review of the maintenance budget.
- Oversee various Requests for Proposals and inspections for assigned area.
- Review and approve purchase requisitions for materials and contracted work; work directly with contractors.
- Investigate work request and ensure that all daily or after hours emergency calls are completed.
- Evaluate material condition of all facilities to ensure that each facility is properly maintained and safe.
- Assist with coordinating the moving of portable classrooms.
- Perform other related work as assigned

JOB SPECIFIC AREAS

Preventive Maintenance and Safety

- Develop, monitor, and schedule preventive maintenance, safety inspection and equipment repair activities.
- Coordinate preventive maintenance projects.
- Oversees the safety program for School Plant personnel and equipment.
- Collaborate with the Assistant Director, Environmental/Energy to provide guidance to school plant's environmental and safety team(s).
- Oversee non-environmental training program(s).
- Coordinate efforts with the Office of Safety and Loss Control involving employee safety.
- Complete on-site inspections

Asset Management

- Utilize inventory system/program to monitor, maintain, and verify safety inventory and equipment; perform site visits and compile site-specific databases to verify equipment inventory.
- Track building systems through an asset management software application and systematically assist with replacement cycles through the collection of data.
- Monitor, audit, and analyze equipment databases.
- Work with school plant personnel and facilities planning and construction personnel to replace equipment and systems

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles and practices in trade specific areas; ability to plan and coordinate the preventive maintenance program for the shops; ability to establish and maintain effective working relationships with employees and staff; ability to communicate effectively; ability to plan and work independently; ability to prepare plans, specifications, plans and estimates; ability to multi-task; ability to resolve conflicting situations; thorough knowledge of the principles, practices, equipment, tools, and materials used in maintenance work; thorough knowledge of the hazards and necessary safety precautions involved in maintenance work .

EDUCATION AND EXPERIENCE

High School graduate, Bachelor’s Degree in related field preferred. Five years of extensive training (5+ years) in a related field and two years of supervisory experience preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; must be able to climb onto a roof. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license