

Laramie County School District 2
Fall 2005

Title: Facilities Coordinator

Qualifications:

1. High School diploma required, Bachelor's Degree preferred.
2. Experience in construction or maintenance field.
3. Knowledge of principles, methods, techniques, materials, and equipment used in school facilities planning, construction, and repair;
4. Ability to read and interpret drawings and construction specifications;
5. Ability to write bid specs for varying kinds of projects;
6. Ability to calculate construction costs and schedules;
7. Ability to use a computer and software related to responsibilities;
8. Skills in communication and conflict resolution.
9. Knowledge of safety practices and procedures.
10. Ability to: Exert up to 75 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 25 pounds of force as needed to move objects.

Terms of Employment:

1. 240 days
2. Designated by notice of assignment.
3. Specialist Salary Schedule.

Reports to: Business Services Director

Duties and Responsibilities:

Coordination

1. Supervise and coordinate all district major maintenance projects.
2. Establish priorities on repair projects and recommend future projects for 5-year major maintenance plan on an annual basis;
3. Make frequent visits to buildings to plan projects, inspect work, and assist in assigning staff as needed;
4. Develop a system for dealing with emergency repair problems with efficiency;
5. Assigns work orders, checks drawings and plans;
6. Consult with building principals and coordinate maintenance staff regarding the establishment of regular preventive maintenance programs and projects;
7. Assist with development of long-range major maintenance and capital projects and budget estimates;
8. Advise hiring of contractors to perform certain maintenance or repair services;

Record Keeping

9. Formulate reports, organize and analyze data; evaluate information; provide conclusive findings and make recommendations;
10. Maintain a comprehensive data management, storage and retrieval system;
11. Prepare reports on costs of work done, materials used, and labor expended;
12. Prepare all required reports and maintain all appropriate records;

Miscellaneous

13. Make frequent visits to job sites for first-hand visual inspection and conferencing with contractors or subcontractors and inspectors;
14. Estimate cost of repair projects in terms of labor, material, and overhead and present to Business Services Director;
15. Participate in final inspection of assigned projects;
16. Order material as needed and make recommendations of supplies and equipment for purchase;
17. Maintain positive relationships with staff and vendors;
18. Participate in workshops and training sessions as required;
19. Respond to inquiries and concerns in a timely manner;
20. Perform all other duties as assigned by the Business Services Director.
21. Assist in hiring of maintenance staff.