



## FACILITY OPERATIONS COORDINATOR 1

Job Code: 345ABE  
Bargaining Unit: 10  
Effective Date: 4/12/1999

### Description of Work

#### General Statement of Duties

Plans and coordinates the cleaning, operation, and routine maintenance of a large number of buildings and their immediate grounds; provides supervisory direction to employees engaged in the cleaning and operation of School District facilities and grounds; and performs related duties as required.

#### Supervision Received

Works under the close supervision of a division or unit head.

#### Supervision Exercised

Exercises general supervision cooperatively with the Building Administrator through subordinate supervisors over Custodian Engineers, Custodians, and other custodian support staff.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Develops and maintains a custodial program specifically designed for a multi-facility School District which establishes staffing requirements, cleaning priorities and work schedules.

Reviews, researches, recommends and implements new processes, materials and equipment in order to produce greater productivity and efficiency.

Develops and manages a safety program for custodial staff.

Develops, implements and manages the summer restoration cleaning program for all district facilities.

Directs the preparation of divisional reports and maintenance records.

Makes effective hiring and probationary retention decisions; counsels employees and initiates disciplinary actions as warranted; makes recommendations to the division head relating to advanced disciplinary actions.

Responds to emergency situations, mechanical equipment failure, building break-ins, and fire or property damage on an on-call basis.

Determines the furniture requirements of School District facilities and develops specifications to permit competitive bidding and purchasing of furniture meeting the District's requirements.

Consults with Building Administrators and Head Engineers regarding the performance of custodial staff and provides input for the preparation of performance appraisals.

Compiles data relating to daily departmental operations and provides input to assist other departmental staff with long-rang planning.

## **FACILITIES OPERATIONS COORDINATOR 1**

### **Knowledge, Skills, and Abilities**

Considerable knowledge of the Minimum Level Housekeeping Program that identifies the tasks that need to be performed, the time it should take to perform the task and the frequency of the task.

Considerable knowledge of building heating, ventilation and air conditioning systems and fire and security systems.

Considerable knowledge of the use of custodial supplies, products and equipment.

Considerable knowledge of proper pool maintenance and safety regulations.

Considerable knowledge of supervisory techniques.

Working knowledge of building and safety regulations.

Working knowledge of Civil Service Rules and Regulations.

Working knowledge of federal, state, local laws, rules, and regulations relating to the maintenance of buildings and equipment.

Working knowledge of standard office practices

Considerable ability to operate boilers and related equipment.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact effectively with district staff and the general public representing diverse backgrounds.

Considerable ability to plan, assign, coordinate, delegate, supervise, train and evaluate the work of others.

Working ability to operate standard office equipment including a personal computer.

Working ability to interpret building blueprints, drawings and specifications.

Some ability to gather the data necessary for the development of a long-range work plan.

### **Minimum Qualifications**

High School graduation and three years of experience as a Custodian Engineer 4, Custodian Engineer 5, or equivalent experience. Two years experience as a Custodian Engineer 3 may be substituted for one year of experience as a Custodian Engineer 4. Must possess a valid Minnesota Class D driver's license or equivalent out-of-state license with no revocations or suspensions during the three-year period prior to the examination (suspensions for parking related offenses excluded). Must possess a Chief Grade C Boiler license.