

FACILITIES AND BOND CONSTRUCTION COORDINATOR

CLASSIFICATION: Supervisory

JOB SUMMARY: Under the direction of the Director of Facilities and Bond Construction Management, plans, organizes, coordinates, and supervises all custodial/grounds operations of the District. Coordinates assigned activities with each school site and the Director of Facilities and Bond Construction Management. Maintains and inspects District sites to assure safe, orderly and clean buildings and grounds for students, staff and the public. Directs, manages, supervises and coordinates the custodial staff. This position exercises direct supervision over staff in the custodial department.

TITLE OF EVALUATOR: Director of Facilities and Bond Construction Management

ESSENTIAL FUNCTIONS

FACILITIES:

- Performs regular inspections of buildings and grounds; communicates inspection findings and recommendations to administrators; plans and completes follow-up work as needed.
- Inspects District staff work to see that work is carried out in a proper and timely fashion.
- Coordinates and implements District integrated pest management and hazardous waste programs.
- Selects, trains, supervises, motivates and evaluates personnel of the custodial staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Coordinates facility use for all District sites.
- Responsible for cutting all keys, managing key blank stock and distribution of District keys.
- Arranges for personnel, equipment, lights, and heat for special functions at the schools.
- Organizes and coordinates schedules for all District custodial staff.
- Schedules vacations for custodial personnel.
- Coordinates the training of new employees.
- Investigates accidents and writes reports.
- Allots overtime hours for special events.
- Maintains department budget and is responsible for purchasing supplies, materials and equipment for grounds/custodial meant for maintaining the physical plant.
- Serves as a liaison for custodial operations with the Director of Facilities and Bond Construction Management and site administrators.
- Maintains an appropriate system of records for the District's custodial department.
- Works in conjunction with administrators to develop an annual custodial operations plan for each site.

- Oversees recordkeeping of purchases and requisitions; audits records of purchases and requisitions for compliance with OSHA regulations and material safety data sheets
- Coordinates repair and maintenance of department vehicles and other specialized equipment.
- Drives district's or own vehicle(s) for the purpose of meeting with staff, trainings, to meet with hired consultants and/or contractors and project meetings.
- Fills in for custodial staff when needed.

BOND CONSTRUCTION:

- Assists the Director of Facilities and Bond Construction Management in managing and coordinating large and/or complex remodeling, modernization, construction projects through all phases of design, permitting and construction.
- Assists in the coordination of projects with architects, building inspectors, contractors and other entities that are related to school construction.
- Assists in the preparation of plans, estimates, request-for-proposals, project specification and contractors for construction.
- Assembles bid documentation as required on all projects that require the public bid process.
- Assists in ensuring the timely completion of facility projects, according to approved schedule and budget recommendations related to construction and modernization activities.
- Reviews request for progress payment from contractors and architects.
- Attends a variety of meetings as assigned by the Director of Facilities and Bond Construction Management.
- Assists with State applications and justification documents for new construction, renovation projects and deferred maintenance plans.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Training and Experience: Knowledge of modern methods, tools, equipment and supplies used in building and grounds cleaning, upkeep and operations; scheduling and supervision of personnel, and record keeping.

Three (3) years of facility/custodial experience, minimum of two (2) years of which were in a supervisory capacity.

Ability to: Organize projects; establish and maintain cooperative working relationships with district personnel as well as with the public; receive and give oral and written instructions; supervise district employees; communicate schedules, projects, plans and reports orally and in writing.

Computer literate; ability to use computer applications including email, internet, Word, Excel, Google, Publisher, and any specialized computer program directly related to maintenance and operations.

Physical Effort/Working Environment: Indoor and outdoor work environment during all seasons. On occasion will need to perform moderate to heavy physical effort; perform strenuous work; lift/move up to sixty (60) pounds; a pre-placement physical examination is required.

Education: Equivalent to the completion of the twelfth grade.

License: A valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations.

West Sonoma County Union High School District
Supervisory Salary Schedule
12 month – 8 hrs.
Approved: 2/13/2019