

CLASS TITLE: MAINTENANCE OPERATIONS COORDINATOR

BASIC FUNCTION:

Under the direction of the Director, Maintenance, Facilities and Facilities Planning, plan, organize and oversee the maintenance, alteration, construction, installation and repair of College buildings, facilities, grounds, custodial, systems and equipment; train, supervise and evaluate the performance of assigned personnel and oversee scheduled maintenance projects.

REPRESENTATIVE DUTIES:

Plan, organize and oversee the maintenance, alteration, construction, installation and repair of College buildings, facilities, grounds, custodial, systems and equipment; prepare

Read and interpret blueprints to determine building construction and equipment installation; assist in the preparation of bid specifications. *E*

Plan, coordinate, lay out, oversee and supervise the work of maintenance staff and outside contractors in the maintenance department. Perform “hands - on tasks when needed and as required. *E*

Assist with the District’s Hazmat program; assure compliance with established guidelines and procedures related to the handling and disposal of hazardous materials; oversee asbestos abatement contracts to assure compliance with regulations. *E*

Maintain an energy conservation program. *E*

Communicate with District personnel to provide or receive information and coordinate activities. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Work independently with little direction.
- Establish and manage department service contract.
- Assist in preparation of bid specifications.
- Oversee outside contractors and acquire bids.
- Oversee punchlist closure to projects.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by completion of an apprenticeship program in one of the maintenance trades and five years experience in a journey-level trade.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor, outdoor and shop environment.
- Driving a vehicle to conduct work.
- Adverse weather conditions.
- Regular exposure to fumes and dirt.
- Noise from equipment operation.

PHYSICAL DEMANDS:

- Heavy physical labor.
- Standing and walking for extended periods of time.
- Climbing ladders and working at heights.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling heavy objects.
- Dexterity of hands and fingers to operate power tools and equipment.

HAZARDS:

- Working on ladders or scaffolding.
- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts including power saws.