

**MAINTENANCE PLANNER/COORDINATOR**

DEFINITION

To assist in planning, organizing, scheduling, coordinating and supervising department personnel responsible for the maintenance of district buildings, grounds, related facilities, and equipment; and to estimate cost of labor and materials for work order requests.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the director of maintenance.

Exercises direct supervision over assigned maintenance staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, assign, coordinate and expedite the activities of maintenance personnel to accomplish an orderly processing of work order requests through the department; adjust work procedures to meet schedules.

Serve as department liaison in coordinating all maintenance work with the site principal or designee to ensure that work to be performed is effective and appropriate.

Assist in coordinating and planning new construction projects, renovations, alterations, and additions; assist in the preparation of plans and specifications; act as inspector/project manager on contract work.

Establish and maintain a priority system for emergency repairs and work order requests.

Inspect and evaluate the product of the maintenance staff to ensure that work is completed as requested; verify conformance with specifications and safety regulations; report findings to immediate supervisor; make recommendations as to methods, equipment, performance, and quality of work.

Estimate labor, material, and other costs and develop plans for deferred and discretionary maintenance projects; establish and maintain manual and electronic reference file of estimating benchmarks and standards.

Interpret specifications, blueprints, and work order requests to maintenance staff.

Make recommendations for changes in working conditions, methods, and use of equipment to increase efficiency of shops or work crews.

Recommend private contract work when warranted.

Assist in developing, implementing, and expanding district preventive maintenance programs.

Make periodic maintenance surveys to determine long-range needs and develop programs and schedules to meet needs.

## **Maintenance Planner/Coordinator (Continued)**

Monitor work projects of maintenance staff; initiate schedule changes as necessary to ensure expeditious and cost-effective completion of work.

Assist in the selection, training and performance evaluation of assigned maintenance staff.

Perform other duties related to this position.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles of effective organization and management of construction/maintenance personnel.

Methods, procedures, materials, and equipment used in maintenance, and grounds work, including estimations, record keeping, and inventory control.

Building construction and laws governing construction, alteration and repair of school facilities and related equipment.

Requirements for maintaining buildings, grounds, and equipment in good repair and in compliance with all applicable safety requirements.

Basic arithmetic and maintenance-related computer applications.

#### **Ability to:**

Plan, organize, supervise, control, and evaluate the work of maintenance and grounds personnel, including supervisory employees in these areas.

Provide leadership through effective planning, motivation, and management techniques to ensure the orderly processing of maintenance work and to encourage and maintain pride of workmanship and enthusiasm in the efforts of maintenance personnel.

Read, interpret, work from and prepare drawings and blueprints for the preparation of cost estimates for labor and material; prepare estimates of materials and labor.

Supervise and train personnel in various maintenance and grounds areas utilizing acceptable methods and standards, including applicable state safety laws and requirements; evaluate assigned staff.

Perform basic arithmetical calculations, including percentages and ratios.

Prepare and maintain departmental records and reports.

Use and implement the use of computer software programs, hardware, and other technology applicable to maintenance-related services.

Understand and follow oral and written instructions.

## **Maintenance Planner/Coordinator (Continued)**

Communicate effectively, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

### Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Four years of responsible experience at journeyman level in one or more crafts in construction and maintenance, including two years in a supervisory capacity.

#### Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in one or more of the building trades or advanced course work in directly related fields.

#### License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

### Physical Demands and Environmental Conditions

Primary work is performed in both an interior and exterior environment with frequent exposure to outside weather conditions when conducting assigned duties. Work requires occasional exposure to non weather-related hot or cold temperatures when working in a confined space. Frequent exposure to solvents/oils, fumes/odors, gases, mists or other irritating particles, dust/dirt and toxic or caustic chemicals contacted in the course of work. Moderate to frequent exposure to electrical, mechanical, pneumatic and flame/heat generated devices when handling equipment. Moderate exposure to excessive noise levels in work areas. Work requires constant use of near and far visual acuity, depth perception, and field of vision sufficient to read alphabetical and numerical data, schematics, and operate machinery used in the course of work. Constant to frequent use of finger dexterity in grasping and using tools required to perform assigned duties. Frequent demand for sitting, standing, walking, crouching, kneeling, climbing, stooping and reaching.