



JOB TITLE:	COORDINATOR GENERAL MAINTENANCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8365
BARGAINING UNIT:	CLAP

NEW:

11/28/2015

#### SCOPE OF RESPONSIBILITIES

Assists the supervisor with the coordination and implementation of second shift renovation projects. Assists with the coordination and administration of the District's preventative maintenance program

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates preventative maintenance work performed by employees assigned to Renovations and Grounds

Reviews plans and specifications for renovation and construction projects.

Coordinates workforce meetings and training with vendors on new equipment and tools

Assigns, reviews, and inspects work assigned to journeymen

Coordinates and supervises special renovation projects for districtwide needs

Coordinates emergency repairs to ensure efficiency of operations

Performs other duties as assigned by the Manager Renovations and Grounds

#### PHYSICAL DEMANDS

It requires the ability to communicate effectively using speech, vision, and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Valid Kentucky State Journeyman License in skilled trade

#### DESIRABLE QUALIFICATIONS

Vocational school training/degree

Valid Kentucky Master's license in a skilled trade

Experience and knowledge of all aspects of construction trade