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

REVISED:          Submitted:

07/01/2019        06/11/2019

## 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 meetings with Principals on projects

Supervises and evaluates assigned staff

Coordinates and supervises special renovation projects for districtwide needs

Coordinates emergency repairs to ensure efficiency of operations

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

## PHYSICAL DEMANDS

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

Effective communication skills

## DESIRABLE QUALIFICATIONS

Vocational school training/degree

Valid Kentucky Master's license in a skilled trade

Experience and knowledge of all aspects of construction trade

Experience in a diverse workplace