



REVISED:
09/28/2015

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

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
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