



NEW: 10/06/2021
Submitted: 10/05/2021

JOB TITLE:	COORDINATOR RENOVATIONS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
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

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 work to journeymen
Coordinates meetings with Principals/Administrators on projects
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.
Three (3) years successful experience in maintenance, renovation or construction
Working knowledge of building materials, building codes, and safety requirements.
Demonstrated organizational, communication, management, and interpersonal skills.
Valid driver's license
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