



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