

BUILDINGS AND GROUNDS EXPEDITOR

Code No.: 4-11-058

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for expediting projects and activities that assist in the management of a Buildings and Grounds Department for a School District. Assignments involve both field and office work. The work involves the use of a computerized record system. The Building Operations Expeditor acts on behalf of the Coordinator in accomplishing routine business. The employee reports directly to and works under general supervision from a Coordinator with considerable leeway allowed in referring or responding to inquiries. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Tracks maintenance orders via computer and resolves problems due to acquisition of parts or scheduling;

Establishes and maintains inventories for equipment, preventive maintenance schedules, vehicles, and warranty work;

Receives, resolves, or refers heat problems in the facility;

Reviews insurance reports, expedites related maintenance orders, and writes follow-up reports to the insurance company;

Summarizes price quotations and bidder selection for the Coordinator;

Coordinates and expedites various projects and activities within the Building and Grounds Department;

Coordinates files, software and hardware maintenance for the unit;

Assists the public by answering questions or resolving problems related to billing, accounts or fees;

Prepares financial and statistical reports on buildings and grounds operations;

Reviews and recommends for approval, vouchers for payment on contract services and goods received.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning and maintenance operations; good knowledge of mechanical systems within school buildings such as heating and air conditioning, boilers, etc.; good knowledge of purchasing and inventory procedures; working knowledge of computer operations as related to record keeping systems; working knowledge of insurance requirements and regulations as related to a school district buildings; ability to prepare clear, concise statistical reports; ability to establish and manage a maintenance records program; ability to coordinate various projects and activities; ability to establish and maintain effective working

relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus two (2) years paid full-time or its part-time equivalent experience involving institutional building cleaning and maintenance activities.*

* qualifying experience does not include light housekeeping duties that are limited to dusting, vacuuming, etc.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 17, 1992