

## COORDINATOR OF REPAIRS AND IMPROVEMENTS

Code No. 3-14-264

### COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in a school district responsible for coordinating the administrative activities of the structural, mechanical, roads and grounds sections. Work involves payroll, budget, report preparation, training, record maintenance, and general coordination of activities. The employee reports directly to and works under general supervision of, the Director of Support Services. General supervision is exercised over buildings and grounds staff. 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.)

Directs, supervises and manages the department's structural, mechanical, roads and grounds sections;

Directs record keeping and reporting of all buildings and grounds employee payroll and personnel records;

Coordinates the decentralized facility improvement process;

Reviews and prioritizes maintenance requests, and directs preparation of cost estimates;

Responds to off-hours emergencies, calls out personnel, discusses problems with engineering section and/or group leaders;

Recommends hiring, promotion, transfers, and termination of employees;

Counsels subordinates, and conducts disciplinary action when necessary;

Implements employee training and development programs;

Assists in developing and monitoring department budget;

Assists in implementing training sessions and employee development programs for buildings and grounds personnel;

Works with principals, parents, teachers, custodians, and building and grounds staff to establish priorities, resolve problems and coordinate scheduling;

Meets with school and community representatives to provide information as necessary;

Prepares narrative and statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office management practices including payroll, budget preparation and control and record maintenance; working knowledge of the procedures and safety precautions involved in the maintenance and repair of buildings, grounds and roads; working knowledge of the procedures and safety precautions involved in mechanical and structural repairs and improvements; working knowledge of the preparation and review of cost estimates for maintenance and repair activities; ability to hire, supervise, train and counsel staff; organizational ability; ability to communicate both orally and in writing; ability to analyze data and prepare narrative and statistical reports; ability to establish and maintain working relationships with school staff and parents; good judgement; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years paid full-time or its part-time professional experience involving management responsibilities including staff supervision, planning, resource allocation, evaluation, budgeting activities and computerized spreadsheet and database management systems; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or 60 college credit hours) plus five (5) years experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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: July 18, 1991