

**COORDINATOR OF PREVENTIVE MAINTENANCE
AND CUSTODIAL SERVICES**

Code No. 3-11-090
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in a school district responsible for coordinating the administrative activities of a preventive maintenance program with a focus on the skilled trades. Duties involve project coordination, procurement activities, organizing training and communication with district staff at all levels of the organization. The employee reports directly to, and works under the general supervision of the Director of Facilities II or other higher-level staff member. General supervision is exercised over preventive maintenance, grounds keeping, and other 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.)

Communicates with district staff, leads meetings, provides update reports and policy documents and maintains records and inspection report;

Monitors and maintains efficient operations, develops plans for continuous improvement, communicates expectations to staff, utilizes work order software and documents results;

Coordinates staff training opportunities, works with industry partners to provide training and provides coaching and support to direct reports;

Monitors budget, approves purchase orders, conducts new equipment purchase planning and tool acquisitions;

Implements the terms and conditions of employment as outlined in collective bargaining agreements, manages promotion criteria and advancement and addresses employee issues;

Monitors contractor services, coordinates contract bids, maintains relationships with contractors and vendors and implements new technologies;

Manages emergencies, coordinates multiple trade projects and ensures safe work practices;

Directs record keeping and reporting of employee payroll and personnel records;

Reviews requests for maintenance and grounds supplies and equipment;

Responds to off-hour 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 a budget;

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

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

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

Prepares narrative and statistical reports;

Establishes cleaning standards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office management practices including payroll, procurement activities, budget monitoring and control, and record maintenance; good knowledge of the procedures and safety precautions involved in preventive maintenance and custodial activities for a school district; good knowledge of the procedures and safety precautions of equipment including preventive maintenance equipment, and its operation and maintenance; ability to hire, supervise and train staff; organizational ability; ability to analyze condition of equipment and determine whether or not it can be repaired or if purchasing new equipment is required; ability to analyze and coordinate staff training needs; ability to interpret terms of collective bargaining agreements and ensure staff adheres to terms and conditions; ability to communicate both orally and in writing; ability to analyze data and write and prepare narrative and statistical reports; ability to establish and maintain working relationships with school staff; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or successful completion of one-hundred twenty (120) college semester hours plus three (3) years paid full-time or its part-time equivalent management experience involving planning/scheduling, resource allocation, evaluation and budgeting, one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited of New York State registered college or university with an Associate's degree or successful completion of sixty (60) college semester credit hours plus five (5) years paid full-time or its part-time equivalent experience described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: July 18, 1991

REVISED: April 8, 2021