



CAMPUS MAINTENANCE COORDINATOR

SALARY GRADE: [C3-62](#)

DEFINITION:

Under the direction of an assigned supervisor, coordinates, directs and oversees campus level maintenance activities. Incumbents in this classification are assigned to oversee and coordinate activities of campus facilities maintenance teams. In addition, they are required to work as needed in the trade area in which they have major skills. The incumbents are required to work closely with the college's facilities liaison as well as other Plant Services personnel as needed.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general maintenance duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Estimates cost of jobs; specifies, orders, and procures supplies, materials, tools, and equipment for the purpose of maintaining availability of required items and completing jobs efficiently; maintain inventory of supplies, parts and equipment; confers with appropriate administrator regarding cost effective use of materials and supplies.
11. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
12. Provides direction and training to apprentices as assigned.
13. Performs other related duties as assigned.

Trade Responsibilities

1. Coordinates and oversees the activities of skill trade persons at the campus level; conducts training; provides input to performance evaluations.
2. Identifies complex problems and recommends solutions at the campus level.
3. Works closely with the Campus Facilities Liaison in establishing work priorities on assigned campus.
4. Assigns approved work orders to appropriate trade units such as plumbing, HVAC, electrical, utility maintenance, etc.; inspects completed work; reports information regarding any necessary follow-up to appropriate administrator.
5. Coordinates the exchange of campus based and district central based personnel, equipment and materials on an as needed basis.

6. Provides input and feedback to maintenance personnel regarding methods and procedures of work, supplies, and equipment requirements.
7. Provides in-put and feedback for continual improvement of a computerized Facilities work order system.
8. Assists in overall planning and decision-making for maintaining the safety, utility, and appearance of campus buildings and grounds.
9. Assists in preparing annual Major Maintenance, Deferred Maintenance, and District General Maintenance plans.
10. Provides in-put and feedback for continual improvement of the Energy Conservation program; monitors program data and provides periodic reports to campus and District Plant Services.
11. Performs ongoing facilities audits on campus buildings and utilities with emphasis placed on review of the physical condition roofs, exteriors and interiors, the operational condition of HVAC, plumbing, electrical and other related infrastructure systems.
12. Performs HAZMAT/safety inspections; maintains logs, records and signs fire extinguisher tags.
13. Maintains equipment rooms, shops, vehicles, and tools.
14. Prepares routine maintenance schedules for campus buildings and utilities, and other related infrastructure systems; inspects all routine maintenance work.
15. Performs skilled journey level work on an as needed basis in a specific trade.

EMPLOYMENT STANDARDS:

Knowledge of:

1. General accepted construction principles and practices as related to public works and schools.
2. Methods, materials, tools, safety practices and equipment used in building maintenance and construction.
3. Safety factors in the operation of equipment and materials.
4. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize, coordinate and oversee the work of assigned staff.
3. Train assigned staff on appropriate techniques.
4. Maintain accurate records and reports on completed assignments.
5. Operate and maintain a variety of equipment and tools.
6. Understand and carry out oral and written instructions.
7. Observe safety requirements and safe work practices and methods as required.
8. Establish and maintain cooperative work relationships.
9. Work independently and under minimal supervision.

Education

Equivalent to completion of the twelfth grade. Completion of appropriate trade school courses or the equivalent.

Experience

Five years of experience in a specific trade at the journey level; two years of experience serving in a lead or head trade capacity.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008