

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Maintenance Planning Senior Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	063 OSS
REVISED:	October 26, 2004		

BASIC FUNCTION:

Plan, prioritize, budget, and schedule resource loads, maintenance, repair, and construction planning, estimating, and inspection functions of the maintenance planning unit; maintain the district Five-Year Deferred Maintenance Plan; coordinate participation in the California deferred maintenance program and minor construction contracts; services with site staff, other district staff, and maintenance department staff. Maintains a leadership role for the Maintenance Planning Program and leads the planning and implementation of all Maintenance Department activities and the new Program organization.

REPRESENTATIVE DUTIES:

Plan, organize, schedule, assign, and assess, planning, estimating, and inspection functions. **E**

Lead and direct planning department staff including coordinator, scheduler, lead and journeyman-level planner/estimator/inspectors, clerical staff, and other support staff. **E**

Establish priorities and assist the Maintenance Planning Supervisor with developing the budget for all maintenance programs and major maintenance, repair, and construction projects within the Maintenance and Operations Department. **E**

Establish and implement sound maintenance standards and practices. **E**

Recommend and review facilities maintenance analyses. **E**

Plan and coordinate annual state deferred maintenance program and preparation of applications and reports as required. **E**

Develop and coordinate support from the Architectural Program, including development of architectural working plans and specifications. **E**

Plan, develop, estimate, and oversee inspection and completion of customer-funded projects. **E**

Review construction projects originating from other facilities services groups. **E**

Oversee resource loading of all maintenance activity, including developing and implementing portable move and construction projects. **E**

Provide input for district construction standards manual. **E**

Assist in developing maintenance department budget, including assigned responsibilities for labor, materials, tools, equipment, and rolling stock. **E**

Assist in preparing a variety of reports with data, analysis, and recommendations to management on quality, responsiveness and cost-effectiveness. **E**

Review and resolve issues related to the maintenance unit. **E**

Develop, oversee and maintain the district maintenance, facilities management computer system. **E**

Maintain a variety of records. **E**

Select and train new employees. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience and/or education equivalent to 3 years of recent, full-time, paid, progressively responsible experience in the planning, organizing, and coordinating planned maintenance and/or construction projects and leading the work of others. Experience in the district's Planned Projects Program Coordinator job class would be considered qualifying. College degree with coursework in directing/leading and training of personnel is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State-of-the-art methods, equipment, materials, and practices used in construction and maintenance trades.

The relationships between building trades.

Applicable building codes.

Pertinent safety regulations.

Oral and written communication skills.

Reading and writing English communication skills.

ABILITY TO:

Lead and direct the work of assigned staff.

Estimate material and labor costs.

Detect construction deviations such as inferior materials or workmanship.

Prepare shop drawings and specifications.

Read, understand, and interpret engineering drawings and specifications.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

ABILITY TO continued:

Maintain records and prepare reports.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting; maintenance and construction sites; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally, and climbing ladders, stairs, and scaffolding to make inspections; lifting light objects.

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Job Code 8011

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