

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Mobile/Preventive Maintenance Program Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	061 OSS
REVISED:	March 10, 2009		

BASIC FUNCTION:

Plan, organize, and coordinate the functions of the mobile and preventive maintenance program and lead the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Lead, plan, organize, assign, schedule, and participate in mobile and preventive maintenance service work. **E**

Coordinate the work of lead workers, journey level, skilled, and semi-skilled workers, laborers, and support staff. **E**

Visit sites to meet with site administrators to discuss scope of maintenance work desired and to determine needs. **E**

Develop and maintain schedules for district's preventive and mobile maintenance trailers. **E**

Review work in progress to ensure quality control. **E**

Maintain ongoing cooperation and communication with work site staff. **E**

Direct a crew in the mobile maintenance and general repair of school rooms, offices, furniture, playground equipment, school buildings, related structures, grounds, etc. **E**

Direct a crew in the preventive maintenance program to eliminate system breakdowns. **E**

Organize and prioritize routine, emergency, and urgent job order requests. **E**

Interpret and implement policies and procedures for the department and assigned program. **E**

Review and resolve issues related to the assigned program. **E**

Coordinate projects with work site staff and other department and district staff. **E**

Develop and implement work practices and procedures for identifying, reporting, repairing, and inspecting defects, and/or deficiencies at district facilities. **E**

Maintain a variety of records on labor, tools, materials, equipment, and rolling stock. **E**

Schedule maintenance work to minimize disruption to classroom activities. **E**

Respond to after-hours emergency calls for service. **E**

Implement and enforce safety regulations and practices. **E**

Conduct safety and training meetings; attend training seminars and courses to remain current in leadership skills and latest techniques and technology of the construction/maintenance industry. **E**

Drive a van, pickup, or other utility vehicle and occasionally may be required to operate light or heavy equipment. **E**

Participate in the development of budgets as assigned. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to a recognized apprenticeship or other formal training program in building trades and three years of recent, full-time, paid journey-level experience including leadership experience.

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).

Incumbents in this job class may be required to have available and operate a vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510. (Transportation expense and vehicle allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safety methods and practices.

Tools, equipment, materials, and methods common to construction trades.

Reading and writing English communication skills.

Current laws and codes applicable to the assigned responsibilities.

Various software applications, including Microsoft Excel and Project.

ABILITY TO:

Ability to coordinate, schedule, and sequence multi-craft projects.

Design sketches and layouts.

Communicate effectively with site administrators and other staff, outside agencies, and the public.

Provide leadership, training, and direction to assigned staff.

Establish and maintain effective working relationships with others.

Estimate labor and material costs.

Meet schedules and time lines.

Maintain records.

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

Interpret plans and specifications.

Operate standard office equipment, including microcomputers and related software applications.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office setting and maintenance/repair site.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule including driving and/or heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting heavy objects.

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