

# HILLSBORO SCHOOL DISTRICT 1 J

1047.1

## JOB DESCRIPTION

### FACILITIES COORDINATOR

Facilities Management

DIVISION: Support Services  
DEPARTMENT: Facilities and Maintenance  
IMMEDIATE SUPERVISOR: Director of Facilities, Planning, and Property

GENERAL DUTIES: Supervises the activities of the District Maintenance Supervisor and oversees services, including building alterations and grounds, to ensure that all District facilities and equipment function properly, meet the needs of educational activities and programs, and remain in sound operating condition. Supervises the activities of the District Custodial Supervisor and oversees services to ensure a safe, functional, clean, hygienic, and cost-effective environment for students and staff.

#### ESSENTIAL REQUIREMENTS:

- A. Four years of managerial, professional, or technical experience in building maintenance and custodial activities
- B. Two years of college or business school or equivalent training
- C. Ability to communicate effectively with other employees and the public, using tact, courtesy, and good judgment
- D. Ability to understand and execute oral and written instructions, policies, and procedures
- E. Possession of a current Oregon Driver's License issued by the State Department of Motor Vehicles
- F. Ability to establish and maintain effective working relationships with other employees, representatives of outside agencies, and the public
- G. Considerable knowledge of the principles, practices, and methods related to program area
- H. Demonstrated success as a supervisor
- I. Physical requirements, which may include:
  - 1. In an eight-hour day the employee may:
    - a. Stand/walk 1 - 6 hours
    - b. Sit 1 - 4 hours
    - c. Bend, kneel, lift to fifty pounds, climb ladders and stairs
    - d. Repetitive twisting and use of hands and arms

Facilities Coordinator: (Continued)

ESSENTIAL RESPONSIBILITIES:

- A. Plans, directs, and supervises the activities of the District's Maintenance Supervisor, including building alterations and grounds improvements
- B. Plans, directs, and supervises District Custodial Supervisor to ensure a safe, functional, clean, hygienic, and cost-effective environment for students and staff.
- C. Recommends contracts for work performed by outside contractors and inspects work performed under contract
- D. Coordinates daily operations to improve services, makes changes in schedules and priorities as needed within the scope of authority
- E. Prepares plans, specifications, and cost estimates for maintenance projects, including building and grounds projects
- F. Ensures compliance with policies, laws, and standards relative to program area
- G. Investigates problems and complaints and resolves matters within scope of authority; identifies potential problems and recommends solutions; responds to emergency situations as needed
- H. Assists in the budget development process
- I. Works cooperatively with licensed and non-licensed staff
- J. Interviews, recommends hiring and termination of maintenance and custodial department personnel
- K. Supervises and evaluates maintenance department staff; participates in the scheduling and assigning of work; provides training and ensures proper safety practices are followed
- L. Provides input to the facility planning process and works to maintain a quality interface with the department and at all sites
- M. Performs other duties as assigned by supervisor or the Superintendent as appropriate to the position