



STILLWATER AREA PUBLIC SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Coordinator – Facilities and Site Operations (District Grounds and Fields, High School, and Warehouse)</i>	Department / Building: <i>Operations / Central Services</i>
Reports to: <i>Supervisor of Facilities and Site Operations</i>	FLSA Status: <i>Exempt</i>
Band/Grade/Subgrade: C42	Bargaining/Work Unit: <i>Coordinators/Supervisors/Specialists</i>
Position Last Updated: 3/2012	Next Position Description Update: 3/2015

SECTION II: JOB SUMMARY

Supervises custodial and district-wide grounds staff and develops, manages and regularly evaluates facilities and district-wide grounds care and equipment maintenance programs, ensuring district standards for site appearance and safety are met. Coordinates communication necessary to ensure that all Activities and Community Education department events and activities are successfully facilitated and equipment and facility needs are met. Also responsible for the oversight, tracking and distribution of warehouse inventory district-wide.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Supervises Custodial and Grounds Staff
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- In collaboration with building administrators, directs and supervises assigned staff and is responsible for their work assignments, evaluation, work procedures, and other personnel related actions, performs such responsibilities in a manner which ensures maximum productivity and quality.
- Partners with Human Resources and building administrators to recruit and select custodial staff and provide on-going development through continuing education and in-service training on current issues related to their positions.
- Facilitates communication between the Operations department and Athletics and Community Education for all activities.
- Assists with the preparation of the Operations department budget including the recommendation of custodial and grounds staff and equipment.
- Continuously monitors the approved budget for areas of responsibility.
- Coordinates the central purchasing and procurement of grounds maintenance supplies, material and equipment.

Duty/Responsibility No:	2	Statement of duty/responsibility: Ensures high quality field and turf maintenance and management
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

Oversees the maintenance and upkeep of District fields and turf, including but not limited to fertilizing, top dressing, soil conditioning, watering, mowing, trimming, trash removal, fence repair and other general upkeep.

- Ensures that all field related systems are equipment such as scoreboards, public address systems, and bleachers are maintained and in good working order.
- Continuously monitors and ensures implementation of district standards for site appearance and safety of district fields and facilities.
- Develops and implements the district's long range lawn, field and turf maintenance plan.
- Oversees the grooming and setup of sporting fields according to state sport specifications, i.e. striping, nets, etc.
- Ensures the proper storage of maintenance of sport field equipment.

Duty/Responsibility No:	3	Statement of duty/responsibility: Ensures high quality building, lawn and grounds care and maintenance through standardized programs and procedures
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Oversees implementation of District standards and procedures for building cleaning and maintenance, ensuring that district buildings are efficiently and effectively maintained and that the appearances of buildings project a positive image of the district.
- Oversees implementation of District standards and procedures for lawn and grounds maintenance, including but not limited to mowing, pruning, trimming, watering, and trash removal, and ensures an outdoor environment that is appealing and recreationally functional for students, staff and community.
- Establishes informal and formal methods to garner feedback from a variety of resources concerning effectiveness of programs, resulting in efficient procedures that are results oriented.
- Oversees the removal of snow and ice from sidewalks, streets, and buildings.
- Oversees the repair and maintenance of parking lots, including the removal of snow and ice.
- Facilitates and maintains an established work order system.
- Works closely with building administrators and other district personnel in addressing facility and grounds needs, personnel issues, complaints, work schedules and work priorities.

Duty/Responsibility No:	4	Statement of duty/responsibility: Oversight of District Warehouse Inventory and Storage Management
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Develops and maintains a database of inventory of district items in storage and available for use, tracking fixed assets as appropriate.
- Organizes and arranges surplus items in an orderly manner in order to ensure ease of access upon request.
- Determines appropriate time and process for disposal of warehouse items, ensuring compliance with state and federal law and district procedures.
- Develops and implements a systemized process for providing access to view and request items maintained in inventory.
- Provides for the delivery or removal of items from district buildings and/or warehouse.

Duty/Responsibility No:	5	Statement of duty/responsibility: Maintenance of Equipment/Systems
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Develops and implements procedures for maintaining detailed records of preventative maintenance and repair for district grounds maintenance equipment and vehicles,
- Oversees the routine maintenance and repair of grounds maintenance equipment and vehicles.
- Oversees the maintenance of all irrigation systems in the District, including, but not limited to, start up, minor repairs, adjustment of heads and timers monitoring of wells and water use, and shut down.

Duty/Responsibility No:	6	Statement of duty/responsibility: Special Projects
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Oversees the maintenance/repair and complete minor installation of playground equipment and play surfaces at school sites.
- Ensures the timely and safe completion of landscape projects.
- Keeps informed concerning technology, trends and developments within areas of responsibility.
- Performs other job related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Ability to build relationships and work with and lead a diverse team of administrators, staff and outside consultants/vendors.
- Skills to manage staff in a collaborative, team environment in order to meet expectations from various stakeholders.
- Ability to effectively model expectations.
- Knowledge of continuous improvement model and the ability to apply such standards, utilizing and setting benchmarks in order to improve the quality and efficiencies of department operations.
- Knowledge of operation of building management systems, security systems, HVAC systems, refrigeration, plumbing and electrical work.
- Knowledge of grounds and custodial equipment, techniques and supplies.
- Knowledge of turf management and maintenance best practices and treatment applications.
- Demonstrated in-depth knowledge of techniques for treatment and control of grass, trees, and shrub disease.
- Knowledge and understanding of local laws related to storage and disposal of trash, hazardous waste and flammable liquids.
- Knowledge and understanding of athletic field layout.
- Knowledge of federal and state building, construction and health and safety laws, codes and regulations and associated reporting requirements.
- Knowledge of energy management systems and their applicable programming languages/commands.
- Knowledge of purchasing practices, procedures and regulations.
- Highly developed written and verbal communication and interaction skills.
- An ability to convene the right individuals and direct the group toward reasonable resolutions of concerns and appropriate responses to special requests.
- Knowledge and ability to anticipate the skill profiles and new learning required to provide the expected level of service throughout the District.
- Ability to work independently and handle multiple and changing priorities and requests from a wide variety of sources, with attention to detail and deadlines.
- Ability to effectively communicate and create/maintain accurate records and tracking systems through the use of technology.
- Conflict management and mediation skills.
- Effective delegation skills and ability to provide clear direction and support to others.
- Ability to maintain required driver's license to operate district vehicles.
- Ability to maintain good driving record in order to maintain district insurability.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or GED equivalent
- Associates degree (A.A.) or two year college or technical school certification or degree in building maintenance or related field.
- Post high school / vo-tech training in field/turf maintenance.
- Current MN Department of Agriculture commercial A and E pesticide license or ability to obtain within six months.
- Current MN Driver's License.
- Chief Boilers license desirable, or ability to obtain.

SECTION VI: EXPERIENCE REQUIREMENTS

- Two years of experience in administering a facilities maintenance program preferred.
- Three years of experience in grounds maintenance, turf care, and/or agriculture.
- Two years supervisory experience.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	F	Up to 25 pounds	F	Toxic chemicals	O
Sitting	O	Up to 50 pounds	O	Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	O
Pushing/Pulling	O	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	O
Feeling, grasping, finger dexterity	O	Noise Levels		Extreme cold (non-weather)	O
Climbing, balancing	O	Quiet (i.e. private office)	O	Extreme heat (non-weather)	O
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Varying weather conditions	F
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Sight	
Stretching/reaching with hands & arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	O
Distinguishing smell	F			Looking at computer monitor	F
Distinguishing temperature	O			Color vision (identify & distinguish colors)	O
Traveling by automobile	O			Peripheral, depth perception	F