



**Kaneland Community School District #302**  
47W326 Keslinger Road  
Maple Park, IL 60151  
Phone: 630-365-5111 Fax: 630-365-9428

## **Facility Campus Coordinator**

### **January, 2026**

#### **Basic Responsibilities:**

To coordinate and oversee the proactive and preventative maintenance of the buildings and grounds of the District, specifically the Kaneland High School, Kaneland Meredith Academic Center, and Harter Middle School campuses. The Coordinator will support the Director in coordinating, organizing, and communicating department objectives. Coordination would be provided proactively, with professionalism and a service-minded attitude.

#### **Qualifications:**

- Five years of successful large building/facility management experience
- Ability to proactively plan, monitor, coordinate, and complete complex tasks
- Experience with Google Suites, word processing, editing, and data-processing
- Prior experience with building systems (electrical, mechanical, plumbing, and HVAC)
- Significant customer service experience and ability
- Proven experience with problem-solving, resolving customer complaints, and maintaining confidentiality

#### **Preferred Qualifications:**

- Prior experience with maintenance and/or buildings and grounds operations
- College degree in related field (Business, Finance, Communication)
- Industry certification in related fields (maintenance, trades, accounting)

#### **Major Duties and Activities:**

- Present a strong and positive image when serving as the point of contact for the Maintenance Department
- Serve as the primary point of contact for maintenance-related communications
- Serve as a central point of coordination for building systems, facility usage, rentals, events, and communication among maintenance, custodial services, athletics, administration, and external service providers
- Prepare, delegate, oversee, and confirm work orders, emergency work, and long-term projects.
- Support purchasing and vendor coordination
- Assist with work order systems and scheduling



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- Maintain documentation and records on behalf of the Maintenance Department
- Support payroll on behalf of the Maintenance Department
- Local, County, State, and Federal compliance reporting
- Work with Maintenance Department Secretary to procure materials and supplies for the Maintenance Department
- Assist Maintenance Department Secretary in maintaining Maintenance Department budget and updating district accounting software
- Assist Maintenance Department Secretary in procuring, distributing, and shipping of Maintenance Department materials
- Assist Director in maintaining Maintenance Department budget (including maintaining and entering grant information)
- Ensure the timely completion and submission of state mandated reports, grants, and presentations
- Communication with stakeholders and various entities (district staff, parents, vendors, and service providers) on behalf of the Maintenance Department
- Assist in logistical preparation for school, district, community, and other, events as assigned
- Edit and maintain district Maintenance Department documents
- Assist in problem-solving issues pertaining to, and in conjunction with, the Maintenance Department
- Acquire and maintain fork lift license throughout employment for the purposes of assisting in materials receiving and relocation
- Occasionally lift and carry items up to 75 lbs
- Completion of special projects as requested by Maintenance Department administration
- Other duties as assigned by the Director of Maintenance/Buildings & Grounds

**Reports To:**

Director of Maintenance/Buildings & Grounds

Maintenance/Buildings & Grounds Administrative designee