

POSITION DESCRIPTION

- Position:** Assistant Maintenance Operations Coordinator
- Purpose:** To assist High School MOC with supervision of all custodial and maintenance personnel, manage CMMS (computer maintenance management systems) and maintain the physical school plant and grounds in a condition of operating excellence in order to provide quality education and a safe environment for all staff, students, and community.
- Primary Customers:** **Internal:** Principal, Director of Facilities & Safety, High School MOC, custodians, teachers, Student Activities, and staff
 External: Students, parents, community users
- Position Qualifications:** **Education/Certification:** High school graduate or equivalent, trade schools preferred, certification of good health signed by a licensed physician, Second Class C boiler license within probation period and high pressure boilers license within 15 month of start date.
 Experience: Five years experience as a school custodian, or the equivalent in custodial service in other institutions and firms. Technical school preferred
 Qualifications: Knowledge and expertise in the basic techniques of facilities management, custodian standards and supervisory skills, electrical repair and mechanical maintenance. Demonstrated communications skills, ability to develop computer skills and knowledge of district policies and procedures.
 Ability to set priorities, handle multiple tasks, organize the work flow, and be flexible. Ability to respond to afterhours calls: alarms, building issues, power outages, curtailments.

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspiring each student every day.

Essential Responsibilities:

(Note: Representative tasks included under each responsibility may vary from site to site.)

- 1. Provide supervision.** Supervise second shift custodial and, maintenance, personnel. Supervision of all normal and summer custodial and maintenance areas and duties. Participate in the interviewing /selection process that recommends the hiring of new personnel for the respective school buildings. Initiate oral and written reprimands for disciplinary procedures. Recommend suspension and/or discharge for disciplinary measures. Assist district administrators in receiving and responding to grievances at initial unofficial stage. Confer with and make recommendations to the High School MOC regarding adjustment of grievances. Assist the High School MOC in the evaluation of custodial personnel and/or mechanics and provide oral and written commendation when and where appropriate. Direct training of custodial and maintenance personnel. Approve vacation requests in absence of the HS MOC

according to district procedures. Review and approve time cards. Assign work orders on a daily basis. Respond to all voice mail and e-mail.

Result: Supervision is provided to custodial and maintenance staff. Customers are responded to in a respectful and timely manner.

- 2. Monitor site custodial budget.** Recommend budgetary needs. Assist in the control of inventories within the respective building. Implement and manage the approved budget to ensure proper cost control. Approve overtime according to district procedures. Recommend and/or approve supplies and equipment to be purchased. Meet with vendors, evaluate vendor supplies, and decide on most cost efficient supplies
Result: The school custodial budget is managed in a fiscally responsible manner.

- 3. Building maintenance.** Assist the High School MOC in the assignment and direction of cleaning and maintenance schedules, preventive maintenance programs and record-keeping systems. Implement, assign, and direct building repairs, and renovation and construction projects. Assist in the management of the energy management system, including heating and ventilating units, building interior and exterior lighting, refrigeration units, air conditioning units, computer low voltage wiring network, and electrical and gas consumption. Report vandalism and/or weather related damages and direct the repair of such damage. Comply with state and federal building standards.
Result: Buildings are maintained in a clean, safe, and cost efficient manner.

- 4. Maintain record keeping.** Initiate and complete custodial quality control program. Assist in maintaining material/equipment inventory and personnel status/records. Complete and update safety, maintenance, and OSHA documentation and records. Includes ADA, blood borne pathogens, AWAIR, infectious agents, asbestos, exposure control, aerial lifts, first aid, backflow prevention, hazardous waste, community right to know, infectious waste, employee right to know, health/safety checklist, emergency preparedness, chemical sweeps, indoor air quality, compressed gas, lead in paint and water testing, confined spaces, fire safety/inspections, radon test, ergonomics, refrigerants, lockout/tagout, red tag program, playground safety inspections, underground storage tanks, first report of injury, PCBs, budgets, material safety data sheets, custodial reviews, severe weather/fire maps and procedures, building blueprints and inventories. Maintain databases for all preventive maintenance, and for fire extinguishers.
Result: All documentation and records are accurate, complete, and up to date. Complete district mandated documentation.

- 5. Manage set up of special events.** Manage the set up of sporting events, banquets, student activities, equipment, community education events, parent events, elections, city/social events, and community events (i.e. wedding receptions, church services). Assist in showing facilities to customer; explain the workings of equipment and

facilities; provide input to community education for drawing up contract; provides for proper set up according to contract and codes; provides for event clean up and return of facility to normal operating phase.

Result: Special events are set up as requested in a timely and appropriate manner. Customers are responded to in a respectful and timely manner.

6. Manage/coordinate response to customer requests. Receive customer requests for custodial or maintenance assistance that may be due to a change in curriculum scheduling, unscheduled needs that arise, emergencies, or general customer requests. Determine appropriate response. See that building services staff responds to the request appropriately and in a timely fashion.

Result: Customer requests are responded to in a respectful and timely manner.

Standard Measures of Accomplishment:

1. Supervision of second shift custodial and maintenance staff is provided.
2. Buildings are maintained in a thorough, safe, clean, and cost efficient manner.
3. Custodial budget is prudently managed.
4. Customer requests are handled in a respectful and timely manner.
5. Special events are set up as requested in a timely and appropriate manner.
6. Records are maintained in a timely and accurate manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment

Classification Number: EPSS II

Hours/Week: 40*

Days/Year: 260*

*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between the Eden Prairie School Supervisors and the Eden Prairie School District.

Evaluation

A continuous performance improvement process will be developed with the supervisor, the director of facilities and safety.