

JOB DESCRIPTION

Position: AM Coordinator

Pay Grade: MT 6

Duty Days: 240

Salary: KISD Current Staff Compensation Plan

Qualifications:

- Minimum of a High School Diploma or equivalent
- Maintain valid Texas Driver's License
- Ability to effectively communicate both verbally in writing to Principals and other high level personnel
- Proficient computer skills
- At least 3 years' experience in Custodial Operations or related field preferred

Duties include but are not limited to the following:

- Responsible for multiple buildings and multiple employees as assigned
- Ensure that district cleaning standards and policies are adhered to
- Promote a positive attitude and culture throughout the department
- Responsible for daily delivery of supplies and equipment to designated school
- Repair equipment as assigned through work order system including preventive maintenance
- Clean areas as required to cover absentee responsibilities, including opening buildings when necessary.
- Train and re-train employees on the proper use of equipment and computer system.
- Address verbal warning and PIP (Plan Improvement Plan) to employees when necessary.
- Train employees on safety issues.
- Inspect areas for quality of work.
- Evaluate employee performance.
- Responsible for the completion of all proper forms involved in Worker's Compensation incidents and returning paperwork to the Worker's Compensation Secretary.
- Report to Field Supervisor and Director/Assistant Director of Plant Operations.
- Perform all other duties as assigned by immediate supervisor and/or Director/Assistant Director of Plant Operations.

Work Conditions:

- Maintain emotional control under stress
- Frequent standing and walking
- Occasional heavy lifting required
- Work in warehouse/shop conditions

A select number of applicants will be invited for an interview. People with the above credentials and background will be considered.

Both In-district and Out-of-district applicants should submit an application, and upload resume and copies of educational credentials and certifications (if applicable) through our online application process.