



JOB TITLE: Coordinator - Crafts
DATE REVISED: December 19, 2023
REPORTS TO: Assistant Director of Maintenance
DEPARTMENT/CAMPUS: Facility & School Services: Maintenance
PAY GRADE: MT9, 240
FLSA: Non-Exempt

JOB PURPOSE SUMMARY:

This position is responsible for supervising, and assisting with, craft worker activities and related tasks necessary for ensuring the facilities within the District are maintained and well-kept to provide students and staff with a safe and functional physical environment.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Coordinator - Crafts

1. Coordinates, schedules, and supervises work projects involving carpet, ceiling repair, carpentry, sheet metal fabrication, masonry, painting, roof, door, and lock repair.
2. Interfaces and works in coordination with other departments within the District, as necessary.
3. Manages the response and processing of work requests submitted in the applicable system(s) of record.
4. Maintains accurate and complete documentation records of inspections, as well as preventative maintenance work.
5. Inspects buildings for proper condition of carpets, walls, ceilings, roofs, awnings, windows, and fire extinguishers.
6. Inspects buildings for proper condition of doors, locks, as well as door closures, and initiates repairs, as necessary.
7. Directs personnel in the construction of temporary classroom decks, ramps, and awnings.
8. Maintains proper condition of District furniture and related fixtures.
9. Coordinates the ordering of materials, as well as the maintenance of necessary stock items.
10. Assists in the planning efforts for seasonal work projects.
11. Initiates and carries out the necessary protocols, as assigned, during emergency call outs in the District.
12. Assists other personnel, as needed, to ensure continuity in the workflow.

Compliance:

13. Performs all assigned work activities in accordance with standard procedures and protocols established by the department and District, and in accordance with applicable standards, procedures, protocols, practices, codes, and requirements as set forth by regulations and governing entities including, without limitation, Texas Education Agency.
14. Demonstrates and maintains relevant and up-to-date working knowledge and understanding of requirements and standards relevant to the job function.
15. Monitors respective work activity for variances and anomalies.
16. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
17. Assists with audits and the preparation for audits, whether initiated internally or externally, as assigned.
18. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

Leadership:

19. Assists in the development of functional strategies and specific objectives for the Department by identifying Department accountabilities for ensuring project and departmental milestones and goals are consistently met.
20. Researches industry trends and reviews and analyzes relevant data to forecast trends and develop recommendations for internal leadership to review.
21. Promotes collegiality, teamwork, mutual respect, and collaboration among all staff, and contributes productively as a member of a diverse team.
22. Adapts communication to the needs of audiences to build a sense of shared purpose in order to progress the work forward.
23. Models a positive attitude and self-reflection, leading others in sharing and applying their learning for the benefit of the team.
24. Develops long-term and short-term goals to prioritize work.
25. Builds rapport and maintains collaborative relationships with internal and external stakeholders.

General:

26. Demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
27. Assists department leadership in the compilation of miscellaneous confidential reports.
28. Attends departmental and organizational meetings, as required.
29. Participates in continuing education programs and related activities to maintain proficient understanding and working knowledge relevant to the job function and trade.
30. Displays integrity, responsibility, accountability, teamwork, and ethics.
31. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols and standard practices.
32. Demonstrates general proficient working knowledge and understanding of Microsoft Excel, Word, Outlook, and PowerPoint, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as mobile systems and applications relevant to the job function.
33. Demonstrates proficient working knowledge and understanding in the proper usage and maintenance of tools, equipment, and materials necessary for carrying out all essential duties and responsibilities of the job function.
34. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

1. Supervises one or more employees at a time.
2. Conducts performance appraisals of assigned staff for performance effectiveness.
3. Supports the selection, training, performance management, evaluations, and supervision of department staff.
4. Rewards employees and initiates, or otherwise supports, personnel actions including documentation and termination recommendations under the guidance of Human Resources leadership.
5. Addresses questions, issues, and related matters from assigned staff in a timely and appropriate manner.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High school diploma or equivalent GED
- Two years of experience working in a same or similar capacity; or
- An equivalent combination of education and work experience
- Valid and active Texas Driver's License

CORE KNOWLEDGE, SKILLS & ABILITIES:

Managing and Directing Others – Clearly assigns responsibility for tasks and decisions by setting clear objectives, as well as measures and monitors progress relative to results.

Functional & Technical Skills – Demonstrates proficient functional and technical knowledge, skills and abilities needed to do the job at a high level of accomplishment.

Trust – Demonstrates a firm belief in the reliability, truth, ability and strength of team members and peers.

Customer Service – Demonstrates concern for meeting internal and external customer needs and in a manner that provides customer satisfaction within the available resources.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent walking and standing for long periods of time, frequent use of hands to handle, control, or feel objects, tools, and controls, frequent bending or twisting of the body, repetition of the same movements, use of one or two hands and fingers to grasp, move, or assemble objects, including very small objects, visual inspection of details of objects that are less than a few feet away, judging of distance between objects, making quick and precise adjustments to machine controls, pushing, pulling, carrying, and lifting of objects up to 50 lbs, frequent bending, kneeling, stretching, twisting, and reaching, as well as frequent use of various tools including, without limitation, saws and sanders. This position will regularly work within both an indoor climate controlled setting, as well as an outdoor non-climate controlled setting with occasional to frequent exposure to extreme temperatures, inclement weather conditions, dust, fumes, and odors, and occasional to frequent exposure to mechanical, electrical, hazardous chemical agents and related hazards, as well as moving objects and vehicles. This position requires occasional to frequent operating of a motor vehicle on public roadways commuting to various facilities within the District.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____