

## POSITION MANAGEMENT GUIDE

<i>Title:</i>	<b>Lead Facilities Coordinator</b>	<i>Department</i>	10/1/2025
<i>Department:</i>	Business Services	<i>Approval:</i>	
<i>Reports to:</i>	Supervisor of Facilities	<i>HR Approval:</i>	10/1/2025
<i>Salary Schedule:</i>	Project Staff	<i>Board Approval:</i>	10/7/2025

### SUMMARY OF PURPOSE

The Lead Facilities Coordinator provides day-to-day operational support to ensure buildings and grounds are safe, functional, and well-maintained. This position implements the Facilities Manager's plans by coordinating site-level maintenance and custodial tasks, responding promptly to facility-related incidents, and overseeing vendor scheduling. The Facilities Lead also maintains accurate records and ensures consistent communication with staff and vendors to support the organization's operational goals.

### ESSENTIAL REQUIREMENTS

- High school diploma or equivalent, required. Associates degree, preferred.
- 3+ years of experience in facilities, maintenance, or related trades with basic troubleshooting skills (HVAC, plumbing, lighting). with K-12 experience preferred
- Ability to coordinate site-level tasks, inspections, vendor scheduling, and documentation.
- Strong communication, customer service, and teamwork skills.
- Physical ability to perform maintenance duties and operate equipment.
- Valid driver's license and ability to travel between sites.
- Certifications in CPR/AED, FEMA/ICS basics, CPTED, lockout/tagout, asbestos awareness, and confined space safety preferred, or ability to obtain within established timelines.

### ESSENTIAL FUNCTIONS

- Conduct daily and routine facility inspections, tracking any deficiencies and ensuring timely resolution.
- Manage and maintain the work order system, assigning and prioritizing tasks to ensure efficient operations.
- Act as the first responder to facility incidents, assessing the situation and escalating issues as needed
- Serve as a secondary liaison to school district partners and external vendors, maintaining strong communication and collaboration.
- Oversee custodial and maintenance schedules, monitoring completion and reporting any gaps or issues.
- Coordinate contractor site access and supervision, verifying that all punch-lists and project requirements are completed accurately.

- Maintain an inventory of supplies, tools, personal protective equipment, and safety equipment to support ongoing operations.
- Ensure preventive maintenance schedules for HVAC systems, fire alarms, extinguishers, and security systems are followed consistently.
- Oversee all scheduling and invoicing of facility requests and rentals, ensuring accurate records and timely processing.
- Take responsibility for snow removal and related site safety, ensuring safe access to all facilities.
- Assist in monitoring all facility Life/Safety systems to support compliance and operational readiness.
- Serve as a backup to the Manager during absences, providing continuity of operations and decision-making support.
- Provide cross-county travel support at schools and leased sites, assisting with operational needs wherever required.
- Assist with the delivery of training, including setup, facilitation, and documentation of attendance.
- Provide professional customer service to principals, teachers, and staff, addressing facility needs and concerns promptly.
- Handles routine repairs, emergency site actions, short term vendor direction and escalates policy/budget decisions
- Schedules contractors, monitors on-site work, checks completion, and reports any issues.

#### DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.
- Makes decisions consistent with the LIU mission and core values; establishes and maintains effective communication and positive relationships within the LIU; and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of a LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles and apply these principles to promote improvement within the department.
- Performs other functions as assigned by the Department Director.

#### SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

### ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the below boxes, the LIU is indicating its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodation is available that will enable an otherwise qualified individual to perform the essential job functions.

**1. Following Directions**

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

**2. Communication - English**

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

**3. Functional Reading - English**

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

**4. Hearing**

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

**5. Seeing**

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

**6. Functional Math**

- ☒ Complex Computational Skills (Accounting and Financial Skills)
- ☐ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

**7. Time**

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

**8. Orientation (Familiarity with Surroundings)**

- ☒ Several Blocks from Building
- ☐ Building Only

- ☐ Work Area
- ☐ Room Only

**9. Mobility Skills**

- ☐ Mobility Within the Building
- ☒ Mobility Within a Four-Block Radius
- ☒ Driving Required

**10. Sitting**

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

**9. Standing**

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

**10. Bending**

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

**11. Lifting**

- ☒ Greater than 30 lbs.
- ☐ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

**12. Reaching**

- ☒ Greater than 6 Feet
- ☐ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

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*The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.*

Adopted by LIU Board of Directors: