Foothill-De Anza Community College District
Office of Human Resources and Equal Opportunity
Classification Services
Approved Position Description
For

Campus Maintenance Coordinator

DEFINITION:
Under general direction of the Director of Operations and/or the Associate Director of Plant Services, coordinates and supervises campus level maintenance activities.

JOB CHARACTERISTICS:
Incumbents are assigned to supervise and coordinate activities of Campus Facilities Maintenance Teams. In addition, they are required to work in the trade area in which they have major skills as needed. The incumbents are required to work closely with the College’s Facilities Liaison as well as appropriate District Central Plant Services personnel.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinates and supervises the activities of skill trade persons at the campus level; conducts training; participates in the evaluation process.
2. Identifies complex problems and recommends solutions at the campus level.
3. Works closely with the Campus Facilities Liaison in establishing work priorities on assigned campus.
4. Assigns approved work orders to appropriate craft work units such as plumbing, heating, ventilating, electrical, air conditioning; inspects completed work.
5. Coordinates the exchange of campus based and district central based personnel, equipment and materials on an as needed basis.
6. Provides in-put and feedback to maintenance personnel regarding methods and procedures of work, supplies, and equipment requirements.
7. Provides in-put and feedback for continual improvement of a computerized Facilities Information System.
8. Assists in overall planning and decision-making for maintaining the safety, utility, and appearance of campus buildings and grounds.
9. Assists in preparing annual Major Maintenance, Deferred Maintenance, and District General Maintenance plans.
10. Provides in-put and feedback for continual improvement of the Energy Conservation program; monitors program data and provides periodic reports to campus and District Plant Services.
11. Performs ongoing facilities audits on campus buildings and utilities with emphasis placed on review of the physical condition roofs, exteriors and interiors, the operational condition of HVAC, plumbing, electrical and other related infrastructure systems.
12. Prepares routine maintenance schedules for campus buildings and utilities, and other related infrastructure systems; inspects all routine maintenance work.
13. Performs skilled journey person level work on an as needed basis in a specific trade.

14. Performs other related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. General accepted construction principles and practices as related to public works and schools.

2. Methods, practices, equipment, and supplies used in building maintenance and construction.


**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Determine the need for maintenance and repairs and to plan and schedule such work.

5. Develop, interpret and work from plans and specifications.

6. Estimate costs of maintenance and construction work.

7. Supervise, assist, and inspect the work of skilled maintenance personnel.

8. Establish and maintain cooperative relationships with those contacted in the work.

9. Plan, organize and schedule numerous maintenance projects.

10. Use computer system and interpret computer-generated information.

**Experience:**

1. Four years of experience in a specific trade at the journeyman level.

2. Two years in a Lead or Head trade person capacity.

3. Successful completion of a course in supervision or management from an accredited institution within the last three years; or complete such course work within one year of assuming the position.

**Education:**

1. Equivalent to completion of the twelfth grade.

**Special Requirements:** Possesses an appropriate California operator's license issued by the State Department of Motor Vehicles.

**Date Approved:** March 1993

**Range:** L-62

**EEO-Category:** H60