

**ROCHESTER PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES
INTERNAL POSTING**

POSITION OPENING: Coordinator of Facilities Services
LOCATION: Facilities Services Center
BARGAINING UNIT: Teamsters Local No. 320.
CLASSIFICATION: C45, Off Schedule, Exempt,
SALARY RANGE: \$78,812 to \$110,337, Benefits available.
WORK YEAR: Full-time, 260 days per year; 7:00 a.m. to 3:30 p.m. Monday through Friday, available after hours.

Essential Functions:

- Has overall responsibility for the administration of the Facilities and maintenance operations of the Rochester Public Schools.
- Serves as the resource to site administrators in areas relating to building operational issues e.g. custodial, grounds, trucking and building utilities, and assist to help coordinate services in the area of health and safety compliance.
- Directly Supervises HVAC Lead, Facility Manager and three Custodial Supervisors for the Utilities/HVAC, Carpentry, Grounds, Trucking, Custodial Services and up to 122 maintenance specialists.
- Meets regularly with union stewards to ensure compliance with the Maintenance union contract.
- Works with Human Resources and the Director of Operations to manage and direct personnel functions of the department, including recruiting, training, and performance management.
- Defines standards for performance for the supervisory staff based on the essential duties and competencies; holds supervisors responsible for following those standards individually and the follow through with their staff.
- Assures proper training of staff and the necessary documentation is complete and in compliance, as required.
- Works with department supervisors to respond to and resolve employee relations issues; coordinates performance improvement plans/corrective action with the Director of Operations and Human Resources as needed.
- Facilitates effective labor-management relations along with the Director of Operations and Human Resources; assists in negotiating effective solutions to issues and concerns that may arise between the interpretation of the respective union contract and the District policies and procedures.
- Develop, in conjunction with the members of the department management team, short and long-range goals and priorities for the departments/areas for which responsible.
- Directs and manages maintenance work orders for Carpentry, HVAC, Electrical, Grounds and custodial for 31 District buildings.
- Determines the need and service level for turf management through the District.
- Directs and develops equipment inventory used for turf management and snow removal throughout the District.
- Directs snow removal across the entire district including level of service and determining when to send employees out for snow removal and de-icing.
- Develops and manages the maintenance general budget.
- Oversees purchasing process ensuring that all department maintenance purchases are made in compliance with District, state and federal laws.

- Maintains financial accountability for the tracking and reporting of department activities including oversight for the coding, and payment of district-wide operations expenditures.
- Develop and maintain staffing models to determine departmental requirements and recommended staffing levels to the Director of Operations.
- Develop and revise District policies and regulations related to maintenance operations.
- Makes decisions regarding chemicals used to perform daily cleaning/disinfecting for the District.
- Manages and oversees equipment used for custodial services for the District.
- Recommend the acceptance of quotes and bids for supplies, equipment, and building renovations.
- Determine needs for the maintenance of District facilities and equipment, then communicates those needs to the Director of Operations.
- Monitor inventory of equipment, supplies used in repair, and maintenance activities.
- Responds to all District facilities emergencies.
- Works closely with District staff, vendors, and contractors to resolve issues and maintain operations of the District.
- Prepares bid specifications, analyze bids, and decides on supplies and equipment to be used by the District.
- Assists in the development of the Long-Term Facilities Maintenance plan.
- Oversee and facilitate the installation of building components and equipment for a project to ensure contractors are fulfilling their work up to the District's expectations
- Attends construction project meetings to provide direction on maintenance related items.
- Collaborate with facilities team to assist in the development of blueprints and specification for district projects.
- Oversees the District's energy management system including security, fire alarm systems, security alarm entry scheduling and corrects false alarm conditions.
- Oversees the clock/bell time systems for 31 District buildings.
- Responds to all District facilities emergencies.
- Works under the supervision of the Director of Operations.
- Performs other tasks and assumes other responsibilities as directed by the Director of Operations.

License/ Experience Requirement:

- High School diploma or GED required.
- Valid Minnesota Driver's License.
- 2nd Class C boiler license required.
- CPO – Certified Pool Operator license, needed at time of hire.
- 5 years of experience in School District Facility Maintenance Operations.
- 3 years supervisory and management experience in related operational programs and services.

Required Skills:

- Ability to create/maintain accurate records and tracking systems.
- Conflict management and mediation skills.
- Effective delegation skills and ability to provide clear direction and support to others.
- Demonstrated attention to detail.
- Ability to manage multiple tasks and changing priorities.
- Ability to work with and lead a diverse team of supervisors, staff and outside consultants.
- Knowledge of established policies, protocols and procedures, and the ability to ensure compliance with same.

- Highly developed written and verbal communication and interaction skills.
- Knowledge of federal, state and District regulations and guidelines covering public school buildings, maintenance, construction and health and safety, and the ability to apply those regulations and guidelines to ensure the District remains in compliance.
- Ability to clearly characterize District and site expectations.
- Ability to work successfully under pressure and handle multiple changing priorities and requests from a wide variety of sources, with attention to detail and deadlines.
- Demonstrated exceptional customer service skills including outstanding conflict resolution, responsiveness and follow through.
- A thorough working knowledge of the maintenance contract and the ability to evaluate, communicate, and administer the maintenance contract in a manner protecting the District's interests and resources.
- Ability to appropriately handle sensitive and confidential employee material.
- Must be available during emergencies after normal working hours.
- Ability to communicate ideas and directive in a clear and effective manner both verbally and in writing.
- Exceptional customer service skills.

Physical Job Requirements:

- This position may encounter, but not limited to the following activities: talking in person/on phone, hearing, sitting, reaching, crouching; kneeling; shoveling; working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.
- Moves up to 50 pounds of project materials and/or tools to remote building locations.
- Stands on scaffolding, ladders, and platforms lifts, at heights up to 30 feet for extended periods of time.

POSTING DATE: Tuesday, Dec 1, 2020

APPLICATION CLOSING DATE: Tuesday, Dec 8, 2020

- All applicants are **REQUIRED** to fill out the Maintenance/Facility Department Application for Transfer Form and have signed by the Coordinator of Maintenance Services or the Director of Operations.
- Email the Coordinator of Maintenance Services to set up an informal interview and CC the Assistant Coordinator of Maintenance Services.
- You are encouraged to attach a current resume.
- **COMPLETE AND RETURN MAINTENANCE TRANSFER FORM TO:**
- **Office of Human Resources Edison Building, Room 132**
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