

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
MAINTENANCE COORDINATOR**

QUALIFICATIONS: Shall demonstrate a satisfactory mastery of the duties and/or skills of the custodial/security and maintenance/security levels. At the assignment of the Superintendent shall complete additional training, secure and/or maintain designated credentials, certification, and/or licensure applicable to general and/or specific duties assigned. At the assignment of the Superintendent shall provide records of inventory control, maintenance logs, etc. As assigned shall coordinate duties and scheduling for maintenance, custodial and/or security staff of the buildings, grounds and equipment therein.

Maintenance Coordinator personnel shall complete all required safety and/or performance training as established by the Superintendent.

Maintenance Coordinator personnel shall attain professional skill sets to match technology advances on equipment, processes, and products as established by the Superintendent.

RESPONSIBLE TO: Superintendent

SPECIFIC DUTIES:

1. Demonstrate safety, new equipment and techniques to other custodial/maintenance staff members.
2. Under supervision of Superintendent be able to organize a job for time, materials, expense, safety, workmanship and clean up.
3. Be able to order parts.
4. Satisfactorily perform evaluations using various test equipment such as amprobe, VOM meter, voltage tester, leak detectors, continuity testers, gauges, boiler treatment testing, etc.
5. Perform assigned responsibilities during the absence of the Superintendent.

6. Demonstrate sufficient skills to handle a wide range of emergencies.
7. Maintain all blue prints, working drawings, shop drawings, specifications relevant to the buildings, grounds and/or equipment contained therein. Supply said items upon request and demonstrate satisfactory interpretation of the information contained therein.
8. Review and evaluate custodial and maintenance inventory sheets upon request of the Superintendent.
9. Maintain all records required for billing purposes consistent with requirements of the Treasurer and/or his/her designee.
10. Provide requested data, performance evaluations etc. to the Superintendent in the review of goods and/or services intended for maintenance, custodial/security and/or improvement of the buildings, grounds or equipment contained therein.
11. Attend meetings, seminars and workshops as assigned. Provide instruction to custodial/security, maintenance/security and maintenance/technician as directed.
12. Upon request of the Superintendent provide data, present information at staff, Board of Education and/or other meetings which pertain to maintenance/custodial/ security of the buildings, grounds and/or equipment consistent with the same.
13. Maintain electronic supervision of the heating/cooling systems and equipment contained therein sufficient to monitor activities, make adjustments/corrections from both on and off campus locals. Train other maintenance/technician and maintenance/custodial staff to sufficient levels of operation of said system to assume said duties in his/her absence and/or an emergency.
14. Emergency request for spill(s) clean up or equipment malfunction shall be completed immediately upon notification from the Superintendent and/or his/her designee
15. Shall be subject to call at anytime an emergency exists and/or provide direction of appropriate response in the absence from direction of the Superintendent and/or his/her designee. Said responsibility to be assigned to a designee in times of absence.
16. Shall maintain accessibility through use of land phones, cellular phones, and/or radio communication at all times. Said responsibility to be assigned to a designee in times of absences.
17. Perform other duties as assigned by the Superintendent and/or his/her designee.