



JOB TITLE	DEPARTMENT	REPORTS TO
Maintenance Operations Project Manager	Maintenance	Executive Director of Facilities and Maintenance

Position No: 81010	Length of Work Year: 12 Months
Salary Schedule: P29	Date Approved: 4/28/09
FSLA: Exempt	Date Revised: 2/14/25

JOB GOAL
To coordinate district maintenance operations and projects to bring about their timely and effective completion.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. A degree in business management, architecture, engineering, or a license in related field desired; or a high school diploma and equivalent combination of training and/or experience. 2. A minimum of 3 years successful experience in the building/construction trade. 3. Valid Florida Driver's License 4. Experience in project planning is desired. 5. Experience in business operational methods and quality control 6. Experience in scheduling and preparing/managing budgets is required 7. Knowledge of computer software is required. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To coordinate the planning, implementation, and evaluation of the district's maintenance and renovation activities. 2. To assist in the compilation of research information for project and operational preparation. 3. To assist in the review and quality analysis of projects and operations. 4. To coordinate the scheduling of construction, renovation, and maintenance projects and operations. 5. To coordinate the process of estimating facilities and maintenance operations, budgets, and schedules. 6. To assist with the selection of architectural/engineering/continuing contracts firms, outside contractors, vendors and suppliers for facilities and maintenance. 7. To coordinate and support all maintenance projects between the school site designee, maintenance tradesmen, and the warehouse. 8. To coordinate and monitor warehouse operations and material purchases. 9. To assist Executive Director of Facilities on all construction, renovation, and maintenance projects and operations. 10. To direct improvement and renovation work performed by staff and outside contractors. 11. To prepare required reports and maintain appropriate records. 12. To perform assigned tasks in a timely and efficient manner. 13. To perform assigned tasks with a high standard of quality. 14. To perform other duties as assigned by Executive Director of Facilities and Maintenance.

PHYSICAL DEMAND CLASS:
Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.