



Columbia County School District Job Description

Position Title: Facilities Maintenance Coordinator		
Department: Facilities, Maintenance & Operations	Evaluation Instrument: Performance will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade K	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facility Officer		

MINIMUM QUALIFICATIONS

Education: College/technical school training or a minimum 10 years’ experience as an Executive Assistant. Experience and other degree may be substituted for job related degree. Requires managerial skills, personnel management skills, communication skills and leadership experience which enables the ability to successfully function in the position.

Essential Knowledge/Skills: Ability to work effectively with professional staff and various diverse publics; excellent leadership and communication skills; good judgment and interpersonal skills necessary to deal with diverse publics; knowledge of Board of Education Policies and Procedures and ability to maintain confidentiality of sensitive materials. Proficient typing skills at 60 WPM preferred. Knowledge of English grammar, punctuation, and mathematics; skilled typing; ability to read, listen, spell, proofread, organize, use the phone, listen, understand and follow directions, write legibly; ability to schedule and coordinate meetings and conferences; ability to interpret written materials and communicate verbally; ability to learn the policies, procedures, and services provided by the administrator to whom assigned; ability to verify data; accuracy; tact, good judgment; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities. Must be able to lift up to 25 lbs.

Experience: Minimum of ten years’ experience assisting in an aggressive building program, providing administrative assistance to department heads, Principals, school system administration, Georgia Department of Education, county and state offices, attorneys, engineers, contractors and other diverse publics.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

JOB FUNCTION: Report to and provide direct administrative assistance to the Executive Director of Facilities, Maintenance, and Operations regarding the daily operations involving the continuous maintenance for the facilities of the school system. Assist the Executive Director with the ongoing building program as designed by the Georgia Department of Education’s Five Year Facilities Plan. Each of the programs must be conducted in compliance with policies and procedures of the Board of Education, as well as all local policies, and state and federal statutes. Responsible for such activities as taking dictation, skilled typing, interviewing, and receiving calls and visitors, scheduling appointments, organization and daily maintenance of comprehensive filing system and operation of office equipment. This position must demonstrate initiative in all work and be able to make independent judgments in accordance with established practices and guidelines. This position must deal with sensitive or confidential materials on a regular basis. Each of the programs must be conducted in compliance with policies and procedures of the Board of Education, as well as all local policies, and state and federal statutes.

- Serve as the Administrative Assist to the Executive Director of Facilities, Maintenance and Operations.
- Screen Executive Director's phone calls and e-mails; directs to appropriate sources as necessary.
- Greet visitors of the Executive Director's office.
- Process the Executive Director's mail and disperse as required for appropriate action.
- Schedule appointments and maintains a calendar of upcoming events for the Executive Director.
- Maintain the schools / facilities to all FMO Standards as specified in the FMO Employee Handbook.
- Must be able to follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Must work independently within a team; performing assigned tasks and maintains appropriate decisions with routine tasks.
- Follow all general personnel procedures and guidelines, including safety, as set forth in the FMO Employee handbook.
- Must complete and submit all assigned paperwork accurately and on time to the Executive Director of FMO.
- Prepare outgoing correspondence relative to the Executive Director's office, not limited to, but including the following: daily correspondence, notices to principals, department heads, parents, county and state officials, attorneys, architects, engineers, contractors, etc., and prepares replies or responses to any miscellaneous correspondence as directed.
- Prepare material for presentations, workshops and conferences as directed.
- Attend staff meetings; take notes and follow-up with staff as directed.
- Disseminate documents necessary following meetings to appropriate staff members.
- Utilize the Doc-E-Scan program for employee records requests.
- Screen applicants, schedule interviews and processes recommendation for employment for Executive Director for all departmental vacancies.
- Maintain department's cell phone records.
- Maintain effective communication and working relationship with staff, school administrators, BOE administrators and outside agencies.
- Maintain all documents and correspondence related to the school system's Capital Outlay Program.
- Supervise office routine and workflow.
- Provide assistance with answering telephones and greeting visitors for the department, as needed, and route all correspondence/messages to appropriate department personnel.
- Process Rezoning Review Requests from Columbia County for all changes in zoning and growth.
- Maintain zoning growth management database and location map for the Columbia County School System.
- Maintain Five-Year Facilities Plan.
- Prepare and maintain project updates and picture library for the school system's Board of Education meetings.
- Assist Executive Director with coordination of construction projects.
- Ensure construction files are maintained.
- Serve as liaison between county officials, school system attorney and school system to ensure property plats and deeds are recorded with the county and that school system has appropriate information for record.
- Ensure all documents pertaining to bids are accurate, advertised appropriately via the CCBOE web site and disseminated to the appropriate school system staff and department project records.
- Ensure proper submittal of change orders and requests for payment are carried out and approvals handled accordingly.
- Verify that close out documents are received and accurate and submit to the Business Department for official record keeping.
- Maintain ongoing data regarding warranty issues during the first two years following construction/renovation of school system facilities. Necessitates working closely with architect, engineer, site and construction contractors to ensure completion of warranty issues.
- Provide and maintain current Columbia County School System facility inventory for the State DOE.
- Maintain department drive on administrative office computers.
- Maintain special requests and projects for maintenance and safety.
- Process requests for Gifts, Donations, and School Initiated Improvement Projects (KHE) and maintain department file.
- Coordinate scheduling of boiler inspections and ensure compliance between the Georgia Department of Labor and insurance carrier.
- Provide assistance to departments and schools in a professional manner.
- Provide the Executive Director with information on pending items of business to ensure accurate completion, follow-up of tasks during staff meetings, special projects, daily work, schedules and events.
- Attend meetings as requested by the Executive Director of Facilities, Maintenance and Operations.

- Maintain accurate and readily accessible records of all written and oral correspondence for the office.
- Perform delegated duties and routine responsibilities according to established and accepted procedures.
- Assist in establishing and maintaining appropriate yearly records by the system.
- Type and assemble correspondence, memos, reports, and other materials.
- Prepare annual performance evaluations for maintenance and custodial staff for the Executive Director's action.
- Ensure that completed evaluations are disbursed to appropriate parties for completion and archived appropriately.
- Receive reports from schools and department heads as required by the Board, federal and state policies, rules and regulations and local policies.
- Keep the supervisor and/or the Executive Director of Facilities Maintenance and Operations informed of all matters pertinent to responsibilities.
- Must understand safety principles and procedures and apply them in the workplace.
- Assist, as needed, with any emergencies that may occur on a system wide level.
- Perform all other related or nonrelated tasks as required and assigned by the Executive Director of Facilities, Maintenance and Operations.
- Follow all procedures and guidelines, including safety, as set forth in the FMO Employee Handbook.
- Perform related duties as directed by the Executive Director of Facilities, Maintenance and Operations.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: August 2012