**AIMS K-12 College Prep Charter District**

**Title: Facilities Coordinator**

**Category: Classified**

**Work Year**: **12 months**

**Employment Type**: **Full Time**

**Salary Range**: **$ 67,915.75-$72,083.30**

**FLSA: Exempt**

**Supervisor: Health & School Support Services Director**

**JOB GOALS:**

Under the direction of the Health & School Support Services Director designeer, organize, coordinate and administer assigned programs and activities related to school facilities. Assist with the acquisition of property and support with the creation of facilities plans. The coordinator will manage and monitor the maintenance and repair of all AIMS facilities including renovation and new construction.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with

this classification, but is intended to reflect the principal job elements accurately.)

**ESSENTIAL RESPONSIBILITIES:**

* Lead the coordination and monitoring the work of outside vendors/contractors.
* Strong technical background in building improvement, infrastructure, repairs, and maintenance
* Grants writing/administration – Assist in seeking out and applying for other sources of facility funding (e.g. energy efficient savings grants, facilities grants, etc).
* Oversee Community Use Policy/Use of Facilities – includes permit applications and charges to users.
* Oversee city inspections and keep up to date/ and or apply for city permits.
* Provide leadership and training for the professional development of site leaders regarding facility requirements.
* Develop, establish, and maintain District-wide equipment, materials, performance, and task standards for the work of site facilities, grounds, and custodial staff.
* Plan and oversee summer deep cleaning activities, coordinating with vendors and the Head of Schools or designee.
* Develop and evaluate custodians/maintenance vendors ensuring adequate levels of safety and skills training, efficient utilization of resources, high productivity, and a high morale work environment.
* Coordinate and manage the District’s dumpster and recycling services vendor(s) as well as ensure recycling is being done properly.
* Update and maintain Safe School Plan.
* Provide training to staff and site leaders regarding fire drills, earthquake, and active shooter drills with the sites.
* Conduct and track monthly fire drills, and earthquake and active shooter drills with the sites.
* Assists in developing furniture and equipment purchasing processes and recommendations
* Initiates procurement of storage containers, moving services, packing boxes, and other related vendors and contractors for construction and other projects.
* Communicates with district-wide staff regarding utility conservation, energy efficiency, peak pricing, and other utility issues.
* Conduct maintenance and usage of district vans/transportation vehicles.
* Implements energy efficiency and conservation programs at district and school site levels as appropriate.
* Maintain various equipment and keep up to date with their maintenance
* Draft AIMS District facilities plan
* Assist in the procurement of new AIMS facilities
* Performs other duties as assigned that support the overall objective of the position.

**QUALIFICATIONS:**

**Knowledge and Skills:**

* Knowledge, familiarity, and experience with property and facility management techniques and industry standards.
* General terms, procedures, and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and facilities; requirements of the Public Contract Code, State Education Code, State Allocation Board, Division of State Architect, and Office of Public School Construction as they apply to the school facility planning and construction process.
* Basic knowledge of, and experience with, public school or private construction and modernization design and construction projects.
* School operations preferred.
* State and local laws related to school construction and construction funding.
* Technology software and hardware, including Word, Excel, and Google Suite.
* Effective written and oral communication using correct English and grammar skills.
* A construction and or engineering license is a plus.
* Project management experience preferred.

**Abilities:**

* Aid in the design of appropriate, effective, efficient, and safe facilities.
* Understand and work effectively with people from different cultures.
* Pay attention to detail and follow through.
* Work on multiple projects, issues, and tasks at any one time.
* Meet schedules and timelines.
* Initiate, and recommend actions and resolutions to problems.
* Interpret data from a variety of sources to extract necessary data for the preparation of plans and reports.
* Listen and analyze problems and develop solutions.
* Conduct research, prepare, and present oral and/or written reports and represent the District.
* Control the quality of projects, schedules, and budgets.
* Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process
* Establish and maintain effective working relationships with District administrators and representatives of a wide variety of public agencies, community groups, and private industry.
* Work confidentially with discretion.
* Maintain professional conduct at all times.

**Education:**

* High School Diploma required
* Journeyman certification or Bachelor’s degree a plus
* Fingerprint clearance and TB clearance are required.

**Experience:**

Five years of professional management experience in school facilities planning is preferred.

**Licenses & Certificates:**

**A valid driver’s license. Must be eligible to meet the requirements of the AIMS vehicle use policy.**

**Requires fingerprint clearance from the Department of Justice.**

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Work Position (Percentage of Time):**

Standing: 40 Walking: 30 Sitting: 30

**Body Movement (Frequency):**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 50-70 Lifting: 3 Bending: 3

Pushing and/or Pulling Loads: 3 Reaching Overhead: 3 Kneeling or Squatting: 4

Climbing Ladders: 3 Climbing Stairs: 4

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.