



AIMS K-12 College Prep Charter District

Title: Facilities Coordinator

Category: Classified

Work Year: 12 Months

Employment Type: Full Time

Starting Range: \$70,000-\$74,295.45.

FLSA: Exempt

Supervisor: Facilities Manager

JOB GOALS:

The **Facilities Coordinator** is responsible for maintaining and overseeing the cleanliness, safety, and functionality of our school facilities. The ideal candidate will be responsible for performing a variety of maintenance duties, ensuring a safe and well maintained facility for students, staff, and visitors. This role requires a strong attention to detail, the ability to work independently, and a commitment to upholding high standards of cleanliness and maintenance.

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 JOB DUTIES:

- Perform routine maintenance and inspections of the school's buildings, classrooms, gymnasium, and other facilities.
- Ensure compliance of district CAL OSHA, Alameda County Health Department, CDE and other regulatory standards.
- Troubleshoot and repair issues with electrical, plumbing, HVAC, and other building systems.
- Assist with inventory control; orders, receives, and stores new equipment and supplies; assure the proper disposal of surplus or obsolete equipment.
- Assist and manage operations and activities of campus facility services including parking, mail, maintenance and inventory.
- Manage buildings and facilities in a safe, clean, and orderly condition
- Implement appropriate safety precautions and procedures according to Cal OSHA, ACco Health Department, Federal, State, Local regulatory standards and reporting.
- Coordinate the operations and activities of a K-12 school facilities department
- Assist/Run Monthly Fire, Earthquake, and Lockdown drills
- Assist/oversee vendor/contractor bids and oversee projects under Facilities Manager direction
- Assist with moving of school materials and furniture
- Assist with special projects and events as requested.

- Oversee scheduling of van maintenance.
- Submit purchase orders for Facilities Department in a timely manner in PO system
- Manage SDS binder updating as needed.
- Assist with CMMS delegation of work orders.
- Assist with the Safe School Plan.
- Fill out daily work reports and use of the CMMS work order system
- Use of PPE as required by the District.
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent
- 2+ years experience in facility maintenance or construction (preferred)
- Knowledge of cleaning and sanitation procedures.
- Ability to operate cleaning equipment and machines.
- Physical stamina and the ability to lift heavy objects and perform repetitive tasks.
- Strong attention to detail and thoroughness in completing tasks.
- Good communication skills and the ability to work effectively both independently and as part of a team.
- Commitment to maintaining a safe and clean environment for students and staff.
- Ability to use email, word, excel, google docs, etc.
- Experience working in a school environment (preferred)
- Experience with CMMS systems (preferred)
- Understanding of equipment and materials used in facilities maintenance repair work
- Ability to analyze situations accurately and adopt an effective course of action

KNOWLEDGE AND ABILITIES:

- Proper maintenance techniques and repair of building systems and equipment
- Understanding of safety protocols and procedures.
- Knowledge of handling and storing maintenance related chemicals.
- Understanding of waste management and recycling procedures.
- Physical stamina and strength for carrying out cleaning tasks.
- Attention to detail for thorough cleaning and maintenance.
- Time management skills to complete tasks within a set schedule.
- Ability to work independently and as part of a team.
- Good communication skills for interacting with school staff and students.
- Ability to operate a variety of equipment, machines, and vehicles including forklift, electric cart, truck, drill and various hand tools, etc

Licenses & Certificates:

A valid driver's license. Must be eligible to meet the requirements of AIMS vehicle use policy. Requires fingerprint clearance from the Department of Justice and TB clearance.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 40 Walking: 40 Sitting: 20

Minimum Body Movement (Frequency):

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

Lifting (lbs.): 15-18 Lifting: 3, 19-50 3 Over 50: 3, Bending: 3

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

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.

Effective:

Board Approved:

Pending Amended Board Approval:

Amended Board Approval Date: