

SCHOOL FACILITIES AND OPERATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position which serves as an assistant to the Director of School Facilities and Operations in a school district. The incumbent is responsible for the efficient and economical operation, maintenance, repair and remodeling of physical facilities under the general direction of the Director and other administrators. The incumbent is also responsible for ensuring that Local Education Agency requirements under §763.84 of the Asbestos Hazard Emergency Response Act are properly implemented. Supervision is exercised over subordinate maintenance staff.

TYPICAL WORK ACTIVITIES:

1. Coordinates and supervises maintenance staff in the safe and efficient operation, maintenance and repair of school district facilities in accordance with district policies;
2. Makes periodic inspections of buildings and grounds with Safety Coordinator to ensure safe conditions and to identify need for maintenance, repair or alteration;
3. Makes recommendations to the Director of School Facilities and Operations on maintenance, repair and operational needs;
4. Monitors asbestos-related inspections, periodic surveillance, operations and maintenance to ensure compliance with appropriate regulations and policy;
5. Informs employees and other building occupants, or their legal guardians, of asbestos-related activities including inspections, response actions and post-response actions;
6. Ensures that employees of outside contractors or service agencies who may come in contact with asbestos in a district building are provided appropriate information regarding the locations of ACBM and suspected ACBM;
7. Ensures asbestos warning labels are posted in accordance with regulations;
8. Makes notification of availability of management plans for inspection as specified by law;
9. Maintains or oversees the maintenance of all records and reports relating to asbestos as required by management plans and applicable regulations;
10. Attends asbestos-related training as directed by the district;
11. Participates in the selection, training and development of subordinate staff, including overseeing training in the area of asbestos management;
12. Recommends purchases of supplies, parts and equipment and works with Director on the development of long-term capital improvement projects;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building construction principles and practices as they relate to the maintenance, operation and repair of structures; thorough knowledge of the Asbestos Hazard Emergency Response Act as it applies to public schools; good knowledge of the principles and practices of asbestos detection, assessment, control and removal; good knowledge of institutional grounds maintenance and repair; ability to plan, coordinate, supervise and critically inspect the work of others; ability to keep abreast of asbestos-related developments in the law and in construction and maintenance trades; ability to communicate, both orally and in writing; mechanical aptitude; initiative; dependability; good judgement; physical condition commensurate with the demands of the position.

SCHOOL FACILITIES AND OPERATIONS COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or N.Y.S. registered college or university with an Associate's Degree in Engineering Technology, Facilities Management or a closely-related field, and two (2) years of full-time paid building maintenance work experience of which at least one (1) year must have been in a supervisory capacity;
- OR: (B) Five (5) years of full-time paid building maintenance work experience of which at least two (2) years must have been in a supervisory capacity;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates must meet all of the following requirements at the time of appointment:

- 1) Certification as an EPA Asbestos Handler;
- 2) Completion of a two-hour asbestos awareness course and a 14-hour follow-up course as required by the State of New York;
- 3) At least six (6) months of full-time work experience involving the containment and/or removal of asbestos.

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ADOPTED: 09/06/90