

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Coordinator, Construction/Maintenance Projects **Date Prepared:** 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

380	Facilities Planning	Plan new school facilities and renovations to existing facilities, including defining space needs and conducting public hearings.
381	Facilities Design	Design new facilities and renovations. Work with architects and users on design issues.
382	Facilities Management	Manage the operations of facilities. Solve maintenance, access, traffic, and other facilities-related problems. Inspect facilities. Maintain facilities inventory.
383	Facilities Scheduling	Schedule facilities for course and events.
387	Construction Management	Supervise construction of new facilities and major renovations to existing facilities.
389	Facilities Project Control	Oversee administrative details, such as contractor billings, building project budgets, construction contracts, etc.
402	Building Security Systems	Design, implement, and evaluate all fire and security alarm systems in district buildings. Plan and implement security lighting systems.
405	Safety Compliance	Supervise, review, and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.

**Leon County Public Schools
Classification Specification**

Salary Grade 26

Activity Name (cont.)

416	Building Inspections	Inspect facilities for cleanliness, disrepair, and general housekeeping. Inspect work of contractors. Inspect work of central maintenance crew.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or
A.A. Degree with five years related experience; or
High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003