



Job Code: 14-Z-E28
Status: Open
Positions: Maintenance & Operations Coordinator
Location: Rankin
Category: Support
Salary: \$48,000 - \$59,000
Posting Date: 05/12/2014
Deadline Date: 05/23/2014 5:00PM
Starting Date:
Reports To: Executive Director of Maintenance & Operations
Qualifications

1. Bachelor's degree or equivalent;
2. At least three years experience in facilities management;
3. Knowledge of grounds and athletic field maintenance, environmental regulations, and housekeeping procedures;
4. Knowledge of heating, air conditioning and electrical operations in facilities;
5. Ability to read and interpret blueprints and write specifications for contracted services;
6. Ability to work with all District personnel and community groups; and/or
7. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Description

Maintenance Support

- Manage and issue work orders on a day-to-day basis to capture the amount of work being performed by utilizing SchoolDude – Maintenance Direct.
- Generate work orders for preventative maintenance (PM) services for both in-house and contracted services.
- Provide assistance with developing a timeline for all PM Services. Develop schedules for filter changing, coil cleaning, oiling and/or greasing, etc.
- Schedule monthly, bi-annual and annual inspections for elevators, bleachers, fire extinguishers, emergency lighting, etc.
- Assist with coordinating service calls that require specialized contracted services for projects that fall outside of the normal work performed by the maintenance and grounds department and other work projects that the District is not equipped to handle in-house.
- Assist with placing material orders for both maintenance and grounds operations.
- Perform other responsibilities/duties as assigned.

Custodial Support

- Assist with monitoring the day-to-day operations for custodial services and coordinate with the manager for the third party contracted custodial service provider on service concerns.
- Assist with scheduling emergency clean-up services for MSRA, flu epidemics and other health issues that may arise.

- Place material orders for custodial, building and hardware supplies.
- Maintain an inventory of the supplies. Track usage and check the materials that are housed at District Warehouse/Central Stores.
- Manage the “Right-to-Know” requirements and converting the MSDS’s to the new SDS or GHS format.
- Assist with scheduling of additional custodial services for weekends, evening events, special activities and construction clean-up.
- Perform the annual inspection and inventory of all custodial equipment District-wide and order parts, make minor repairs and/or schedule service calls throughout the year.
- Perform other responsibilities/duties as assigned.

Warehouse/Central Stores

- Process incoming deliveries, conduct inventory of stock (paper, toners, furniture, etc) and ensure emergency requests are processed in a timely manner.
- Assist with scheduling furniture, recycling and other large pickups for the schools and/or support facilities.
- Assist with the up-keep of the warehouse and work on organizing records that are stored at the warehouse. Assist with pulling records when requested.
- Verify the District complies with all MiOHSA, fire, and other safety codes for the warehouse and maintenance areas.
- Perform other responsibilities/duties as assigned.

Method

INTERESTED APPLICANTS APPLY ON LINE AT www.troy.k12.mi.us. Please scan your letter of interest, resume, letters of recommendation, transcripts and other pertinent data on your application. For full consideration of your candidacy please complete the entire application by the deadline listed above. Please email any questions to jobs@troyschools.org. PLEASE NOTE: FAX AND EMAIL APPLICATIONS WILL NOT BE ACCEPTED.

NONDISCRIMINATION: In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Troy School District has a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints for administering the nondiscrimination grievance procedure should contact Mr. Jasen Witt, at Troy Schools.

An Equal Opportunity/Affirmative Action Employer/Program. Aids and auxiliary services are available upon request to individuals with disabilities. Michigan Relay (800) 649-3777