

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III - GENERAL REPAIR

Reference Code: A088

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for supervision of the General Repair section in the Maintenance Department. This position is directly responsible to the Director, Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop, recommend, interpret, and evaluate the department's policies, regulations, procedures, and standards.
2. Supervise, plan, organize, inspect, and oversee painting, carpeting, roofing, carpentry, and glazing shops.
3. Confer with appropriate Clark County School District staff and community groups regarding installation, repair, scheduling, budget, funding, and other related general repair activities.
4. Coordinate the work of crafts personnel under immediate supervision with that of other trades such as plumbers, electricians, and fabricators.
5. Establish standards of quality and production for all personnel in the general repair section.
6. Coordinate work with all concerned entities (federal, state, and local agencies; public utilities; consulting engineers; manufacturing representatives; District staff; parents; students; etc.).
7. Supervise progress of work and inspect completed jobs for compliance with specifications and standards.
8. Survey work, develop job estimates, recommend facility modifications, make specification recommendations, and order equipment and materials.
9. Conduct in-service training for safety and work practices; develop standards of craftsmanship.
10. Develop and administer budgets and establish controls to ensure compliance with budget limitations.
11. Conduct surveys of buildings (interior and exterior) for needed general repair.
12. Recommend specifications for paint, carpeting, roofing, carpentry, and glass materials; review bids for materials.
13. Review blueprints for new facilities and remodeling of older facilities.
14. Test and evaluate new materials for paint, carpet, roofing, carpentry, and glass.
15. Evaluate and recommend new equipment and materials to comply with District standards.
16. Supervise and evaluate the performance of assigned staff.
17. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly both orally and in writing.
2. Ability to coordinate the management activities associated with the position.
3. Ability to work cooperatively with school and administrative personnel and representatives of governmental agencies.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position in operations, maintenance, and repair.
2. Five (5) years experience in one or more of the following building trades: painting, carpeting, roofing, carpentry, and glazing.
3. Demonstrated ability for teamwork in a customer-driven environment.

Preferred Qualifications:

1. Five (5) years of recent, successful leadership and management experience in an organization or unit responsible for technical, multi-craft maintenance, or construction projects.
2. Completion of advanced course(s) in management.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.