

Coordinator IV, Facilities Manager

Position Details

Job Code: U7403

Reference Code: A038

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator for coordinating the planning, organization, and implementation of facilities, grounds, and custodial maintenance activities at assigned facilities for the Facilities Services Unit (FSU). Responsible for supervising, directing, and inspecting the work activities of assigned supervisors and staff. Serves as the single point of contact from the FSU for central administration, regional superintendents, designated principals/site administrators. This position is directly responsible to the Director III, Maintenance Department, FSU.

Essential Duties and Responsibilities

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

1. Responsible and accountable for the proactive maintenance and cleanliness of assigned facilities and grounds to ensure that educational instruction can occur in an uninterrupted and safe environment.
2. Develops and implements department goals, objectives, policies, standards, procedures, and priorities; establishes standards of quality and production for all assigned personnel.
3. Supervises and provides direction and training for assigned staff; coordinates accomplishment of team goals, objectives, and activities.

4. Coordinates the work of personnel under immediate supervision.
5. Coordinates facilities maintenance activities and ensures compliance with established guidelines, laws, codes, regulations, policies, and procedures; ensures a safe environment for students and staff.
6. Provides coordination and communication for facility-related projects that are planned and executed on assigned sites; ensures that facility projects are properly integrated, planned, and sequenced to minimize disruptions and avoid duplication and inefficiencies; develops and coordinates work schedules for multiple trades/crafts.
7. Coordinates the daily coverage for absences and the assignment of staff.
8. Prioritizes, schedules, assigns, and inspects daily maintenance activities and work progress to ensure accuracy, completeness, and compliance with established standards and requirements.
9. Generates, reviews, and analyzes work orders; coordinates orders with appropriate departments as needed; surveys facilities, provides input, and makes recommendations regarding feasibility and accuracy of service requests.
10. Develops schedules for staff and prioritizes human and capital resources to accomplish work.
11. Plans, reviews, and recommends revisions to work schedules for custodial activities.
12. Supervises progress of work and inspects completed jobs for compliance with specifications, standards, and customer expectations.
13. Coordinates response to emergency and non-emergency situations; resolves issues and conflicts related to maintenance activities.
14. Coordinates system repairs and monitors system performance.
15. Serves as liaison between the FSU, other Clark County School District (CCSD) departments, contractors/vendors, outside government agencies, and others associated with project execution to ensure continuity, compliance, and proper work inspections.
16. Initiates steps to correct problems identified by outside agencies (Fire Departments, Southern Nevada Health District [SNHD], Southwest Gas Company safety inspections, various utility companies, etc.).
17. Develops and administers budgets and establishes controls to ensure compliance with budget limitations; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
18. Inspects CCSD facilities and grounds for immediate repair and long-term construction, maintenance, and repair needs; recommends installation and

- modification projects; estimates equipment, material, personnel, and time requirements for designated projects.
19. Reviews construction documents for new facilities and as-built drawings for the remodeling of existing facilities; assists in maintaining accurate as-built and/or construction drawings.
 20. Inspects work of outside contractors to ensure completeness and compliance with established specifications.
 21. Acts as project manager for in-house renovation and maintenance activities.
 22. Determines and confirms warranty issues; forwards requests to the Warranty Services Department.
 23. Surveys vandalism and plans corrective action.
 24. Attends and conducts a variety of meetings, as assigned.
 25. Ensures compliance with all safety and security protocols.
 26. Supervises and evaluate the performance of assigned staff.
 27. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).
2. Knowledge of local, state, and national codes and regulations including, but not limited to: International Building Codes (IBC), International Mechanical Codes (IMC), International Plumbing Codes (IPC), National Fire Protection Association (NFPA), Occupational Safety and Health Association (OSHA), Environmental Protection Agency (EPA), American Disability Association (ADA), American National Standards Institute (ANSI), Underwriters Laboratory (UL), Life Safety Code (LSC), and National Electrical Codes (NEC).
3. Knowledge of appropriate federal, state, and local codes, statutes, and ordinances.
4. Knowledge of principles of public agency purchasing, contract development, and contract administration.
5. Knowledge of basic accounting and finance principles.
6. Knowledge of building design/construction methods and materials.
7. Ability to motivate and coordinate employees, as well as address employee performance issues that may arise.
8. Ability to communicate professionally in verbal and written manner.
9. Ability to make verbal and/or visual presentations to individuals or large groups.
10. Ability to use initiative and independent judgment within general policy guidelines.

11. Ability to interpret, apply, and explain CCSD policies, codes, and regulations.
 12. Ability to set priorities, coordinate multiple activities, and meet critical deadlines.
 13. Ability to read and interpret plans, specifications, and contracts.
 14. Ability to plan and organize work.
 15. Ability to work flexible hours and shifts.
 16. Ability to withstand heights and perform work safely.
 17. Ability to work cooperatively with employees, other agencies, and the public.
 18. Ability to recognize and report hazards, and apply safe work methods.
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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 a corresponding or related positions; or,
Have five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years facilities management experience, which includes experience with computerized maintenance management software (CMMS).
3. Experience in planning, modifying, or maintaining K–12 educational facilities.
4. Working knowledge and experience of electrical, mechanical, and HVAC systems.
5. Demonstrated project management skills and experience.
6. Successful performance in the position held at the time of application.

Preferred Qualifications

1. An earned bachelor's degree from an accredited college or university in facilities management, construction, engineering, or business management.
2. Certified Facility Manager Credential.
3. Five (5) years of recent, successful leadership and management experience in an organization or unit responsible for facilities management.

4. 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.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/23/25
- Created: 09/13/21