

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE: FACILITIES FIELD COORDINATOR**

**JOB GOAL:** To contribute to the efficient operation of Facilities/Operational Division by ensuring that all District facilities and grounds are cleaned, maintained, and scheduled for after hour activities in a manner consistent with the highest standards of efficiency, safety, economy, and quality.

**QUALIFICATIONS**

Knowledge of:

1. Care and maintenance of custodial, building, maintenance, grounds, and irrigation equipment and tools.
2. Cleaning, pest and weed abatement application chemicals and their safe and proper use.
3. Computer software to include: database, spreadsheet, word processor, and presentation.
4. Computerized Maintenance Management System (CMMS).
5. Contemporary materials, methods, tools, and equipment used in maintenance, grounds, irrigation, and custodial work.
6. District policies and procedures related to District and Civic Center operations.
7. Principles of supervision, training, and teambuilding.
8. Proper English usage, spelling, reading, writing, and math.
9. Requirements for maintaining school buildings and grounds in a clean, safe and orderly condition.
10. Safety rules and regulations for this position.

Ability to:

1. Apply general policies and procedures to specific situations.
2. Assign personnel so that substitute needs are minimized for vacation, sick leave and other absences.
3. Be a productive and active team member.
4. Communicate effectively and tactfully in verbal and written forms.
5. Coordinate and maintain a vehicle preventive maintenance program.
6. Coordinate maintenance, irrigation, grounds, and operations areas to assure jobs progress.
7. Meet job start/target dates.
8. Effectively and efficiently supervise, train and evaluate employees as required.
9. Establish and maintain effective rapport with students, parents, and community members.
10. Establish and maintain effective work relationships with those contacted in the performance of required duties.
11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
12. Make recommendations on staffing needs that meet the requirements of Year Round Education, traditional or common calendar configurations.
13. Meet the physical requirements necessary to safely and effectively perform required duties.
14. Assists in overseeing civic center operations, maintaining cost-effectiveness.
15. Participate in the development and monitoring of a centralized budget for custodial, civic center, maintenance, irrigation, grounds, and warehouse operations.

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Ability to (continued)

16. Plan, direct, coordinate, assign, and schedule the work of others.
17. Safely operate and apply custodial, grounds, irrigation, and maintenance equipment, materials, and chemicals.
18. Skillfully operate, clean, and maintain tools and equipment.
19. Understand and utilize computer systems as they relate to various assigned functions.

Training and Experience:

1. A work history demonstrating reliability and good attendance.
2. Graduation from high school or one year of related college-level courses or equivalent.
3. Possession and maintenance of a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification.
4. Two or more years of management responsibilities in a public school system or equivalent setting.

**REPORTS TO:**            Director of Maintenance & Grounds or designee

**SUPERVISES:**        Custodial, groundskeepers, irrigation personnel, maintenance personnel, service center, warehouse, and clerical personnel as assigned.

**ESSENTIAL FUNCTIONS**

1. Assists in the selection, training, and evaluation of assigned staff in accordance with District procedures.
2. Authorizes purchases and stays within established budgets.
3. Collects, processes, coordinates, and assigns custodial, maintenance, irrigation, and grounds service requests.
4. Conducts time studies as needed on custodial, maintenance, irrigation, and grounds operations.
5. Coordinates custodial, maintenance, irrigation, and grounds, and civic center functions with site administrators.
6. Participates in the night and weekend security program, to include appropriate response to alarms and fire and police matters.
7. Follows District policies and procedures.
8. Knows and understands the Mission and Core Values of the District.
9. Participates in District in-service training as required.
10. Performs other related duties as required.
11. Prepares scheduled and special reports and analytical studies.
12. Prepares management reports on a scheduled and as needed basis.
13. Reacts to any maintenance, irrigation, grounds, or operations department problem that may occur during his/her schedule.
14. Responds to maintenance, irrigation, grounds, and operations department disputes when scheduling conflicts occur.
15. Responds to maintenance, irrigation, grounds, and operations department problems on a 24-hour, 7-day a week basis.
16. Participates in the District's emergency testing and training program.
17. Supervises the proper storage and handling of all materials located within the District.

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**ESSENTIAL FUNCTIONS** (continued)

18. Supervises the proper use of tools and equipment for maintenance, irrigations, grounds, and operations department workers.

*This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

**OTHER FUNCTIONS**

1. Orders custodial, maintenance, irrigation, and grounds supplies in a timely and efficient manner.
2. Provides liaison services between the Construction, Operations, Maintenance, Irrigation and Grounds departments of the Facilities/Operational Division and site administrators.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid California Driver's License desirable; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to stand and walk up to six (6) hours per day.
5. Able to squat, twist, stoop, kneel, and bend up to five (5) hours per day.
6. Able to sit for up to four (4) hours per day.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift and/or carry up to ten (10) pounds up to six (6) hours per day, and thirty (30) pounds up to four (4) hours per day.
9. Able to push and pull objects weighing up to thirty (30) pounds up to four (4) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights in a safe and effective manner.
18. Able to work in restricted spaces in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
20. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.
21. Able to operate office machines and equipment in a safe and effective manner.

