

# 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

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## 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 I, Maintenance Department, FSU.

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## 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. Develop and implement department goals, objectives, policies, standards, procedures, and priorities. Establish standards of quality and production for all assigned personnel.
3. Supervise and provide direction and training for assigned staff; coordinate accomplishment of team goals, objectives, and activities.

4. Coordinate the work of personnel under immediate supervision.
5. Coordinate facilities maintenance activities and ensure compliance with established guidelines, laws, codes, regulations, policies, and procedures; ensure a safe environment for students and staff.
6. Provide coordination and communication for facility-related projects that are planned and executed on assigned sites; ensure that facility projects are properly integrated, planned, and sequenced to minimize disruptions and avoid duplication and inefficiencies; develop and coordinate work schedules for multiple trades/crafts.
7. Coordinate the daily coverage for absences and the assignment of staff.
8. Prioritize, schedule, assign, and inspect daily maintenance activities and work progress to ensure accuracy, completeness, and compliance with established standards and requirements.
9. Generate, review, and analyze work orders; coordinate orders with appropriate departments as needed; survey facilities, provides input, and make recommendations regarding feasibility and accuracy of service requests.
10. Develop schedules for staff and prioritize human and capital resources to accomplish work.
11. Plan, review, and recommend revisions to work schedules for custodial activities.
12. Supervise progress of work and inspect completed jobs for compliance with specifications, standards, and customer expectations.
13. Coordinate response to emergency and non-emergency situations; resolve issues and conflicts related to maintenance activities.
14. Coordinate system repairs and monitor system performance.
15. Serve as liaison between the FSU, other Clark County School District departments, contractors/vendors, outside government agencies, and others associated with project execution to ensure continuity, compliance, and proper work inspections.
16. Initiate steps to correct problems identified by outside agencies (i.e., Fire Departments, Southern Nevada Health District (SNHD), Southwest Gas Company safety inspections, various utility companies, etc.).
17. Develop and administer budgets and establish controls to ensure compliance with budget limitations. Analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
18. Inspect District facilities and grounds for immediate repair and long term construction, maintenance, and repair needs; recommend installation and modification projects; estimate equipment, material, personnel, and time requirements for designated projects.

19. Review construction documents for new facilities and as-built drawings for the remodeling of existing facilities. Assist in maintaining accurate as-built and/or construction drawings.
  20. Inspect work of outside contractors to ensure completeness and compliance with established specifications.
  21. Act as project manager for in-house renovation and maintenance activities.
  22. Determine and confirm warranty issues; forward requests to the Warranty Services Department.
  23. Survey vandalism and plan corrective action.
  24. Attend and conduct a variety of meetings, as assigned.
  25. Ensure compliance with all safety and security protocols.
  26. Supervise and evaluate the performance of assigned staff.
  27. Perform 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), National Electric 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 District 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.

### **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, or 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: 03/28/23
- Created: 09/13/21