

COORDINATOR OF OPERATIONS

GENERAL STATEMENT OF DUTIES: Coordinates the transportation, construction and recreation programs for a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Superintendent, Superintendent of Buildings and Grounds or other similar position, the incumbent of this position is responsible for overseeing and coordinating building and the activities of various contractors working on long-term capital improvement programs; the administration of a small recreation program or coordination of district facilities for recreation purposes; and the administration of district transportation functions. Supervision is exercised over subordinate personnel.

EXAMPLES OF WORK: (Illustrative Only)

CONSTRUCTION - RELATED FUNCTIONS:

Inspects buildings and structures in the course of construction, alteration and repair to ensure work is done in compliance with contract and specifications;

Confers with contractors to ensure that standards and specifications are adhered to;

Inspects carpentry, heating, plumbing, ventilation and electrical installations for compliance with specifications;

Coordinates the activities of employees involved in building and/or grounds maintenance activities;

Makes oral and written reports to supervisors regarding progress of work.

TRANSPORTATION-RELATED FUNCTIONS:

Determines students' eligibility to ride on buses in accordance with school district policy;

Prepares all state transportation reports;

Reviews and inspects service and maintenance procedures for district owned buses;

Receives complaints regarding transportation matters and makes necessary adjustments and corrections;

EXAMPLES OF WORK (Illustrative Only) (Continued):

TRANSPORTATION-RELATED FUNCTIONS: (Continued)

Interviews prospective applicants and recommends hiring of new Bus Drivers and Bus Attendants to Superintendent of Buildings and Grounds, Assistant Superintendent for Business, or appropriate administrator;

Conducts training and safety classes for bus drivers;

Maintains vehicle maintenance and inspection records and may perform inspections of equipment;

Makes recommendations regarding equipment maintenance and/or replacement;

Drafts specifications for transportation bids from private companies.

RECREATION-RELATED FUNCTIONS:

Supervises personnel who staff work-out/weight rooms, lifeguards and instructors for the pool;

Coordinates the use of district facilities (fields, meeting rooms, gyms, etc.) for municipal or club recreation purposes;

Oversees the maintenance, lining, and upkeep of athletic fields;

Reviews and approves time sheets and submits to payroll;

Provides training for custodians who maintain pool area;

Handles memberships for program: maintains records of membership fees received and prepares reports of same;

Works to publicize programs and expand membership.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles, methods, materials and equipment common to building construction; ability to read and interpret a variety of blueprints, plans and specifications applicable to building construction; ability to make skilled technical inspections and to enforce regulations firmly, technically and impartially; ability to plan and supervise the work of others; ability to deal effectively with contractors; ability to maintain records and prepare reports; ability to learn school district transportation operations; ability to learn local geography and traffic conditions; good judgement; dependability; physical conditions commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) six (6) years work experience in either building construction work, building repair or building mechanical maintenance work, two of which must have included the reading/interpretation of blueprints, specifications and plans; or (b) successful completion of a two year course in either engineering technology, construction technology, building construction technology, civil engineering technology or civil engineering at a recognized post high school, trade or technical school and four (4) years experience as described in (a), two (2) of which must have included the reading/interpretation of blueprints, specifications and plans; or (c) Bachelor's Degree in Engineering and two (2) years experience as described in (a), one (1) of which must have included the reading/interpretation of blueprints, specifications and plans; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.