

SAN JOSE UNIFIED SCHOOL DISTRICT

I. Title Field Coordinator

II. Definition

To assist the Manager of Facilities/Operations in coordinating the activities of the District Operations Department and to oversee the Operations Department workers of the District.

III. Examples of Duties

Assist in planning work schedules; help prepare budgets for all of the operations department; assign work to department members; identify and prioritize work requests; analyze and react to current situations and make necessary and timely response; authorize and assign overtime in emergency situations; oversee the work of custodial, central station, warehouse, pools, and grounds personnel; order and write specifications for equipment; train personnel; instruct other workers in safe work practices and the safe and efficient use of tools and equipment.

IV. Distinguishing Characteristics

This position will require an individual who has above average communication skills and must be able to interact effectively with school site administrators, contractors and members of the community.

V. Employment Standards

A. Knowledge of:

Tools, materials, equipment and standard work practices of the Operations Department; current district and department operational procedures; safe work practices and procedures; familiar with city, state and federal regulations and laws as they apply to school facilities work.

B. Ability to:

Be extremely customer oriented; give direction to others; be able to prepare written reports; management of department budget; understand and implement safe work practices.

C. Education/Training/Experience:

Completion of 12th grade or equivalent or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

D. Licenses/Certificates:

Must obtain valid Class I California Driver's License within 30 days of employment.

VI. Specific Qualifications:

Date 10/06/11

Range 30