

**TITLE: CENTRAL SERVICES COORDINATOR**

**QUALIFICATIONS:**

1. Bachelor's degree in relevant field and five (5) years successful experience in supervision of a diverse workforce for a large-scale educational institution, OR Associates degree in relevant field and eight (8) years of successful experience in supervision of a diverse workforce for a large-scale commercial institution, OR High school diploma or equivalent supplemented by technical and/or management course work/training, and 10 years successful experience in supervision of a diverse workforce for a large-scale educational institution.
2. Demonstrated ability to supervise multi-skilled trades and/or technical workforce.
3. Ability to communicate effectively with diverse groups, both orally and in writing.
4. Working knowledge of the servicing and operation of various electronic equipment and systems, i.e. alarm systems, audio-visual, fire alarms, intercom and sound system control panels, and peripheral equipment, etc.
5. Working knowledge of sheet metal and welding trades.
6. Demonstrated ability to develop and manage preventive maintenance programs for industrial and electrical/electronics systems.
7. Demonstrated ability to plan, organize, and schedule work force to ensure efficient and orderly completion of service projects.
8. Proven ability to provide excellent customer service.
9. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
10. Valid Florida driver's license.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Manages centralized services (audio-visual, fire alarms, pest control, sheet metal) in support of the Department's maintenance teams in designated areas.
2. Communicates, cooperates, and coordinates with service coordinators in the planning scheduling, and implementation of maintenance work to minimize disruption to the educational program.
3. Works with training coordinators to ensure that training and retraining sessions are provided for subordinates, as needed.
4. Monitors and supports safe working practices to comply with Occupational Health & Safety Act (OSHA) requirements.
5. Develops monthly inspection schedules and reviews inspection reports to determine repairs, replacement, or improvements required. Submits work orders when necessary.
6. Cooperates with service coordinators in the completion of maintenance projects within established budgets.
7. Reviews and analyzes performance reports to make recommendations for safety and cost control measures.
8. Implements programs, policies, and procedures in accordance with School Board priorities.
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**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 11/98

Salary Level: 2

Bargaining Unit: S

Responsible to: Director

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.