
TITLE: Facility/Construction/Safety/Asbestos/Energy Coordinator

QUALIFICATIONS:

1. High school diploma, or equivalent.
2. Supervisory experience.
3. Knowledge of facility construction.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent

JOB GOAL: To oversee the facilities development, coordinate system wide procedures and accountability for reducing utility components, and coordinate the safety programs in the system

JOB DUTIES:

CHEMICAL HANDLING:

1. Receive and deliver chemicals and other school requests as needed.
2. Coordinate and record chemical information for all materials stored and used in the facilities and on grounds.
3. Coordinate pesticide application and verify licenses of applicators doing service on school ground.

CONSTRUCTION:

1. Serve as contact/coordinator for all new construction.
2. Assist the superintendent in overseeing construction projects.
3. Provide the Superintendent with data, support, and active participation in decisions regarding construction projects and/or the purchase of equipment or products that affect energy consumption.

CUSTODIAL SERVICES:

1. Serves as liaison between custodial staff and central office administration.
2. Responsible for training of all custodial staff and yearly training functions.
3. Coordinates all recycle and refuse services within the district and assist the purchasing department with continuance of service as it pertains to the bid law.

ENERGY UTILIZATION:

1. Act as a liaison between the Board and the local utility companies
2. Serve as the school system's representative at meetings and conferences relating to energy use and conservation.
3. Serve in advisory position to provide the Superintendent with information regarding alternate energy sources as well as state and national energy policy trends.
4. Responsible for the development and maintenance of all energy and water consumption records and data.
5. Prepare and maintain energy requirements estimates and budgeted allocation records for all facilities.
6. Organize system wide procedures for efficient utilization of energy sources.
7. Produce and report to Superintendent and Board regular updates as to the system's utility consumption and conservation.

FACILITY SAFETY/MANAGEMENT:

1. Conduct periodic inspections of facilities including visual inspection of doors landings, drop-off zones and signage.
2. Work with school administrators on fire evacuation, tornado evacuation, and other evacuations.
3. Recommend changes in safety systems and operations based on current industry standards and results of school safety reviews.
4. Responsible for maintaining asbestos management plan and submitting necessary reports.

WAREHOUSE OPERATIONS:

1. Oversee warehouse operation.
2. Responsible for inventory distribution to all school system facilities.
3. Responsible for maintaining all records related to inventory.

GENERAL:

1. Coordinates annual and all required meetings with ADEM, EPA, AHERA.
2. Comprehend and follow the current bidding procedures and laws as established by the State of Alabama.
3. Work with central office staff for maintaining and submitting all facilities reports to SDE.
4. Maintain professional growth and competence through professional development as per Board Policy 5.5 Personnel – Professional Development.
5. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
6. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 5/16/17