

Transportation, Facilities, & Custodial Coordinator

Facilities, Maintenance, Janitorial, and Transportation

General Description

The Transportation, Facilities, and Custodial Coordinator is responsible for overall maintenance, custodial, transportation, campus, complex, and groundskeeping of Clarksville Academy. This includes daily operations and long-term projects. The Transportation, Facilities, & Custodial Coordinator reports to the Director of Operations and Security.

Primary Duties and Responsibilities

Her responsibilities include but are not limited to the following:

- Supervision, and assists the Head of School, Director of Operations and Security, and Chief Finance Officer in the hiring and termination process in this department.
- Implements preventative maintenance of all facilities and equipment owned and operated by Clarksville Academy.
- Inspects school buildings and grounds to assure that proper safety, cleaning and sanitation standards are maintained.
- Inspects painting, carpentry, plumbing, electrical and other mechanical, maintenance or construction work performed by custodial or maintenance employees or private contractors.
- Utilizing school technology to schedule preventative maintenance on campus, sports complex, and vehicle inventory.
- Maintains and updates an inventory of building maintenance and custodial supplies.
- Preparing and coordinating daily maintenance plan for regular school year usage to ensure that all areas are maintained in a sanitary and clean condition.
- Works with the team and Director of Operations regarding response to emergency call-backs during off-duty hours.
- Responsible for reviewing all expenditures and submitting yearly budget requests throughout the year to the Director of Finance & Operations.
- Evaluate and research costs and savings.
- Coordinates with the main office appropriate temperature levels for all building on campus during campus closures.
- Supervises, evaluates, and coordinates vendor subcontracting and schedules for special campus projects and regular maintenance.
 - Grounds Maintenance*
 - (Mowing, Planting, Mulching at Main Campus and Sports Complex)**
 - Air Conditioner Maintenance*
 - Intercom System and Alarm System Maintenance*
 - Electrical Maintenance*
 - Professional Carpet Cleaning*
 - Scissor Lift Rentals*
 - Parking Lot Maintenance or Painting*
 - Janitorial Needs & Disinfecting*
 - Refinishing of gym floor*
- Works with CFO, Head of School, Director of Operations and Security, and school insurance provider to ensure that facilities are in compliance.

- Oversee compliance of all fire codes while accompanying fire marshal during inspections to ensure compliance.
- Maintains a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
- Coordinates with team and contractors to ensure grounds and facilities are maintained at the highest standards.
- Reviewing and coordinating all maintenance and facility utilization requests to ensure maximum utilization of facilities, such as major events on campus, assisting with event set up and break down.
- Stocks concessions for events.
- Supervising school vehicle use and maintenance, which includes all bus routes and co-curricular event use.
- Ensures preventative maintenance and safety inspections on vehicles.
- Works with the Director of Operations and Security to maintain records concerning personnel, work requests supplies and other matters; prepare reports as required, etc.
- Assure that all safety requirements are followed by crew(s).
- Models high standards, supports the school and its leadership.
- Other duties assigned.

Qualifications

- High School Diploma or its equivalent supplemented by four years of responsible experience in building maintenance trades including at least one year of supervisory experience.
- Excellent verbal communication skills
- Impeccable organization, prioritizing, and management skills
- Physical requirements necessary to safely and effectively perform required duties.
- Knowledge of compliance of laws, rules, and regulations related to assigned activities
- Knowledge of health and safety regulations
- Knowledge of operating equipment to perform required duties and to train others on this equipment.

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.