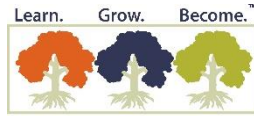


**JOB DESCRIPTION:  
Facilities Coordinator**



**Woodinville Montessori School**  
a nonprofit organization

**SUMMARY:**

The Facilities Coordinator will be responsible for daily maintenance operations of Woodinville Montessori School Properties. Under general supervision, assists the Facilities Director with a variety of duties, including safety, security, campus maintenance, outdoor landscaping, event support and the opening and closing of the buildings. This position will also transport students in School vans or assist with recess supervision as needed.

**CALENDAR / FTE:**

Year round / 1.0

**STATUS:**

Non-exempt / Hourly

**COMPENSATION:**

DOE – Benefit eligible

**DEPARTMENT/LEVEL:**

Business / Entry

**REPORTS TO:**

Director of Facilities

**DATE:**

October 2021

**DUTIES:** (include, but not limited to)

**General Facilities Maintenance:**

- Preventive Maintenance
  - Complete preventive maintenance schedule as assigned
  - Summer facilities work assignments
- Facility Helpdesk
  - Track and schedule work requests
  - Perform work orders as requested
  - Basic repair (plumbing, electrical, HVAC)
- Painting
  - Responsible for patching and painting upon request, or as needed during the school year.
  - Conduct all summer painting in main areas as requested
- Day Porter Functions
  - Responsible for checking exterior grounds for cleanliness
  - Remove trash as needed.
- Miscellaneous Facility Services
  - Provide basic repair services, such as light bulb replacement, playground maintenance, parking lot painting, roof cleaning, etc.
  - Provide basic plumbing repairs. Toilet fixes, sink replacement, leak evaluation and repair, etc.
  - Respond to weather and facility related emergencies (24/7) as requested.

**Contract Supervision:**

- Janitorial
- Contact for emergency services
- Pest control-pesticide policy

**Transportation Program:**

- Bus maintenance scheduling
- Drive for programs as needed
- Traffic enforcement

**Tenant facility services**

**Safety Committee member**

**Backup services for entire facility department**

**EDUCATION/CERTIFICATION REQUIREMENTS:**

- Must be 21 years or older.
- High School Diploma or G.E.D. required. Bachelor's degree preferred.
- Valid Driver License with a clean driver abstract record (no traffic citations in the last 5 years)
- Infant/Child & Adult CPR (to be completed within 30 days of hire)
- First Aid (to be completed within 30 days of hire)

- HIV/Blood-borne Pathogens (to be completed within 14 days of hire)
- Food Worker Card (to be completed within 7 days of hire)
- COVID-19 Vaccination

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- Minimum of 1-2 years of increasingly responsible building services/maintenance experience including knowledge of the operation, maintenance, and adjustment of mechanical systems, electrical, HVAC and plumbing systems.
- Ability to effectively read and interpret product specifications, manuals, and directions.
- Ability to prepare and maintain accurate maintenance records and reports.
- Familiarity with basic landscaping and handyman practices.
- Knowledge of use and maintenance of cleaning equipment and appliances.
- Experience with the use of common hand and power tools, screwdrivers, saws, drills, wrenches, and hammers.
- Successful prior facilities maintenance experience is highly desirable.

**KEY PERFORMANCE CHARACTERISTICS:**

- A self-starter with the ability to multi-task and be responsive to issues in a professional, calm, and timely manner
- Must be able to analyze, diagnose and repair basic devices and systems
- High level of initiative and follow through
- Willing and able to take on new assignments
- Ability to work collaboratively and independently
- Good planning and communication skills.
- Plan, organize and prioritize time and workload to accomplish tasks and meet deadlines.
- Flexibility and ability to cope with several tasks simultaneously.
- Ability to react effectively and with composure in emergency situations.
- Work with others in a warm, patient, calm, respectful and confident manner
- Be organized, attentive to details, able to multi-task, and a careful observer
- Maintain confidentiality
- Maintain a calm demeanor in a busy, highly flexible environment
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff, and parents
- Use tact, courtesy and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

**WORKING CONDITIONS:**

- Must remain flexible to meet the immediate needs of students, staff, and school
- Is required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions
- May experience loud noise levels
- May frequently be:
  - outside in all weather conditions
  - exposed to fumes or airborne particles,
  - exposed to moving mechanical parts and vibration

**Physical demands:**

- Ability to climb 24ft ladder to access roofs as high as 19ft.
- Ability to work up to 40ft in above ground in a lift
- Must be able to walk or stand for prolonged periods of time and bend, crouch and maneuver body in tight, cramped quarters
- Stand for at least 3 hours

- Walk at a rigorous pace for at least one (1) hour
- Sit on the floor and get up quickly
- Demonstrate full range of motion to kneel, stoop, bend, twist, crouch, crawl, reach up high
- Climb and balance
- Is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- Frequent lifting/moving of items up to 30lbs, and occasional lifting/moving of items up to 50lbs.
- Demonstrates fine hand manipulation (keyboarding, pincer grip)
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Receives the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity, with or without correction, to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise students
  - Able to fully participate in activities

**Mental and emotional demands:**

- Able to tolerate noisy and busy children
- Communicates with colleagues and parents under stressful conditions
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

**OFFICE AND SOFTWARE SKILLS:**

- Proficient in use of internet, Outlook email, and Office 365 applications
- Experience with maintaining data bases

**UPON HIRE:**

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires the employee to provide fingerprints. Must provide documentation of a current, within the last 12 months of a negative FDA-approved TB test by a licensed health care professional.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_