

Washoe County School District

Site Facilities Coordinator Responsibilities

1. **Routine Supervisory/Leadership Responsibilities**
 - a. Plan/assign cleaning and service responsibilities.
 - b. Supervises/inspects work of subordinates daily for conformance to standards.
 - c. Orients, trains, coaches, motivates, disciplines, and evaluates subordinates.
 - d. Directs staff in set ups – i.e. furniture, tables, safety barriers.
 - e. Instructs staff on emergency procedures (i.e. electrical/plumbing shut offs).
 - f. Implements and manages District standards for cleanliness on site.
 - g. Trains staff in proper use of equipment.
 - h. Requests, assigns tasks, and evaluates substitute custodians while on site.

2. **Maintains operational records and reports**
 - a. Documents inventories, requisitions, supplies, and equipment.
 - b. Receives and distributes supplies.
 - c. Submits work orders for repairs/requests.
 - d. Familiarity with computer systems and software.
 - e. Posts, updates, and distributes site plan showing locations of all emergency shut off valves.
 - f. Maintain site safety awareness documents, and MSDS sheets/labels.
 - g. Do yearly inventory of all custodial chemicals on site.
 - h. Submits purchase orders and inventory supply orders.
 - i. Turns in Bi-weekly reports to Risk Management on Play Ground Equipment Inspections.
 - j. Maintain boiler and maintenance logs daily
 - k. Maintain and document all logs as required by Federal and State agencies and those required by the WCSD for District policy and protocol.

3. **Maintains personnel records and reports**
 - a. Documents/completes transfers, promotions, disciplinary actions, and terminations.
 - b. Develop and/or maintain site safety awareness staff programs and training.
 - c. Maintain payroll and personnel records of custodial staff on site daily.
 - d. Screens, interviews, and hires site custodial, grounds and maintenance staff as applicable.
 - e. Submit police reports for vandalism, graffiti, disasters and accidents.
 - f. Submit property loss forms and item descriptions to Risk Management on damaged, lost or stolen property.

4. **Keeps assigned areas clean, sanitary, safe, and orderly**
 - a. Inspects buildings and grounds daily for safety, and vandalism issues.
 - b. Identify and report health safety concerns (i.e. asbestos, indoor air quality, mold, oil/gas leaks) to the proper department in a timely manner.
 - c. Sweep, mop, scrub, shampoo, wax floors and other surfaces.

- d. Vacuum/clean rugs and carpets.
 - e. Dust, wax, wash, sanitize, and polish, furniture, woodwork, fixtures, shelves, cupboards, and counters.
 - f. Clean walls, blackboards, whiteboards, and windows.
 - g. Clean/sanitize restrooms, locker rooms, showers, and kitchens.
 - h. Empty trash and waste cans.
 - i. Organize and maintain storage areas and custodian closets.
 - j. Paint areas as needed, boiler and boiler room floor, wall piping, Interior/Exterior 10' x 10' touch up areas, and minor detail items.
- 5. Perform outside maintenance duties.**
- a. Remove snow, trash, and litter.
 - b. Mow and water lawns.
 - c. Plant, prune, and weed grounds.
 - d. Apply pesticides/fertilizers to plants, shrubs, lawn, and trees
 - e. Inspects play ground equipment daily – levels and fills depressions in fiber pits.
 - f. Inspects roof drains weekly to verify they are clean and working.
 - g. Inspects facility exterior/grounds daily for cosmetic, and maintenance issues.
 - h. Inspect oil levels on all grounds equipment before each use.
 - i. Ensure that the proper fuel mixture is being used in grounds equipment - unleaded fuel or fuel mix (oil & gas).
 - j. Repair/replace broken sprinkler heads.
 - k. Isolate and activate irrigation systems annually.
- 6. Develop and implement intensive cleaning and restoration of grounds and facilities during unoccupied periods.**
- 7. Secures buildings and grounds**
- a. Opens/secure assigned areas for special events.
- 8. Performs minor repairs and preventative maintenance**
- a. Repair lockers.
 - b. Service maintenance on swimming pools
 - c. Heating/air conditioning units.
 - d. Repair washers and seats in faucets and fountains.
 - e. Clean condenser unit on refrigerators and refrigerated fountains annually.
 - f. Replaces leaking wax gaskets on toilets and urinals.
 - g. Electrical equipment and systems.
 - h. Broken furniture.
 - i. Custodial equipment.
 - j. Shut off, drain, and insert plugs in Evaporative Coolers in summer.
 - k. Tightens/lubricates door hardware as needed.
 - l. Walks facility interior in morning to identify maintenance needs.
 - m. Daily inspections and maintenance of Boilers if applicable.
 - n. Measure fuel tanks daily if applicable.
 - o. Repair/replace light switch/outlet covers, light lenses, ceiling tiles as

applicable.

- p. Minor preventative maintenance such as carpet seams frayed/glued down, paint touch up- walls/doors/ceilings/sills, baseboards glued down.
- q. Change lamps and ballast's as needed.

9. Performs special projects.

- a. Coordinates utilization of facilities and equipment.
- b. Assists in large District building projects. I.E. abatements, construction.

10. Working operational knowledge of Custodial/Grounds equipment.

- a. Extractors, Scrubbers, Pressure Washers, Wet/Dry Vacuums, Buffers, Burnishers, Fork Lifts, Scissors/Boom Lifts, Mowers, Blowers, and other mechanical custodial equipment.

11. Respond to off-hour site emergencies. I.E. burglaries, vandalism, fires, equipment failures, or alarm activity.

12. Respond to Administrator or teacher's requests as needed.