



Job Title: Coordinator, Maintenance Business Operations **Exemption Status/Test:** Exempt

Reports to: Director of Maintenance

Date Revised: July 16, 2015

Dept. /School: Maintenance

Primary Purpose:

Manage the daily business operations of the Maintenance Department including procurement, Pcards, human resources, payroll, finance, accounting, work order management, strategic planning, contract management, and leasing.

Qualifications:

Education/Certification:

Bachelor's Degree in accounting, finance, business or related field
Valid Texas Driver's License with good driving record

Experience:

Minimum five (5) years of experience in business operations
Five years (5) of supervisory experience

Special Knowledge/Skills:

Effective planning and organizational skills
Computer proficiency in Microsoft Word, Excel and Outlook

Major Responsibilities and Duties:

1. Manage the Maintenance Business Operations budget
2. Supervise staff in the Operations Department
3. Manage the Maintenance Department's procurement, human resources, finance, accounting, strategic planning, contract management and Pcard administration.
4. Coordinate budget transfers with the Budget Department.
5. Manage and forecast budgetary needs for projects and maintenance operations.
6. Acts as the financial reporting manager for the Maintenance Department.
7. Assists Director with contract management and prepares Oracle financial reports for Maintenance leadership budget.
8. Performs monthly reconciliation of salary and FTE's.
9. Reconciles discrepancies with general ledger encumbrances and actual accounts.
10. Creates monthly and quarterly financial reports out of Oracle System.
11. Perform all other tasks and duties as assigned.

Supervisory Responsibilities:

Supervises staff in the Operations Department.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent district-wide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.