

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II - FACILITY CONSTRUCTION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, assists in the general maintenance work required to maintain the buildings and grounds of the Guilford County Schools System in an efficient and safe manner. Work involves performing and directing a variety of repair tasks in various fields of building and grounds maintenance. Work also involves performing special skills in a specific work area and/or performing in a lead position. Duties require the application of skills in several trades, particularly painting, carpentry, refuse collection, recycling, roofing, paving, and grounds work. Employee must exercise independent judgment and initiative in performing assigned duties. Tact and courtesy are required in frequent contacts with co-workers and school officials and department heads. Reports to the Executive Director-Facilities and Construction Management.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Directs a variety of repair tasks in all fields of buildings and grounds maintenance.

Demonstrates special skills in a specific work area and/or performs in a lead position.

Reviews work orders; assesses work to be completed; obtains needed supplies and equipment; and independently completes tasks.

Troubleshoots and diagnoses problems and makes repairs; performs preventive maintenance.

Builds and constructs both major and minor construction assignments.

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Assists supervisor in the day-to-day operation of General Service's portion of the facilities department including the supervision of work by maintenance department employees.

Acts as intermediate to foreman and below in personnel matters.

Directs renovation projects as pertaining to emergency situation (fire, water damage, etc.) and directs projects that are larger than the maintenance department can handle.

Under the direction of the Executive Director, has contacts with principals and school administrators to determine the role facilities will play in projects at their location.

ADDITIONAL JOB FUNCTIONS

Any and all work pertaining to the maintenance or repair of buildings and/or the safety of personnel.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent supplemented by vocational training in maintenance trade fields and 3 to 5 years of experience in maintenance and general knowledge of building trades; or any equivalent training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

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**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 200 pounds of force occasionally, and/or up to 50 pounds of force frequently, or a negligible amount of force constantly to move objects. Requires ability to ascend and descend ladders, stairs, scaffolding, ramps, poles, etc., using feet or hands and arms. Physical demand requirements are for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using small hand tools.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of general repair tasks related to building and grounds maintenance.

Considerable knowledge of safety precautions related to general maintenance.

Knowledge of Guilford County Schools policies and procedures.

Knowledge of bid requirements.

Knowledge of state and local codes.

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DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.