



Coordinator of Operations, Facilities, & Safety

Job Description			
Position:	Coordinator of Operations, Facilities, & Safety	Date Created:	05/02/2024
Department:	Administration	Job Type:	Full-Time
Reports To:	Chief Education Officer	FLSA Category:	Exempt
Placement Schedule: Placement Schedule 2, PG 35			

POSITION SUMMARY:

Under the general supervision of the Chief Education Officer, the Coordinator of Operations, Facilities, & Safety will efficiently and effectively support the Haven Schools and be accountable for planning, supervising, and facilitating support services and assisting the CEO to accomplish goals more effectively.

KEY RESPONSIBILITIES:

- Provides supervision and evaluation to maintenance and custodial staff and develops and implements relevant training programs.
- Maintains general working knowledge of departmental functions to ensure seamless operations if the departmental supervisor cannot oversee duties.
- Develops and implements procedures to ensure adequate construction, maintenance, and custodial materials are ordered, stocked, and issued.
- Participates in Haven-wide management meetings and other meetings appropriate for professional development.
- Ensures the scheduling of maintenance work is coordinated with site-based administrators and electronic work orders are generated and completed timely.
- Develops and maintains a system for controlling, tracking, and accounting for all materials to support work orders.
- Emphasizes maintaining and improving service levels while maintaining and/or reducing costs.
- Manages annual departmental budget and plans for future projects, equipment needs, and departmental financial needs.
- Plans, coordinates, and provides oversight for facility and maintenance projects in conjunction with the Chief Education Officer and Chief Financial Officer.
- Engages with outside contractors for facility projects and ensures projects are being completed as approved by the Bay Haven Board of Directors. This includes consulting with architects and engineers on project contract administration, compiling necessary documentation for ensuring adherence to the project budget, and timely inspections of project progress.
- Maintains current knowledge of regulations and building codes and works with outside agencies to identify and correct deficiencies.
- Demonstrates initiative in identifying potential problems or opportunities for improvement with Haven facilities and takes appropriate action.
- Prepares, schedules, and monitors facility inspections and maintenance plans including building, physical plant, and groundskeeping needs and reports findings to school administrators.
- Establishes a school-based crisis plan and provides ongoing guidance during emergency situations.
- Establishes and enforces safety and security procedures; reports accidents and incidents to appropriate personnel.
- Monitors safety and security deficiencies and makes recommendations for corrections.
- Responds to disasters, crisis events, or emergencies, including after-hours situations, to address immediate safety concerns involving the Haven Schools.



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- Works collaboratively with law enforcement, fire services, EOC, health department, Red Cross, and other emergency service providers, and secure resources as necessary.
- Coordinates and presents school safety training for both students and staff.
- Coordinates with local law enforcement in investigations of possible criminal offenses.
- Supports Bay Haven Charter Academy, Inc. Board policy, State Statutes, and Federal Regulations as they pertain to the Haven Schools.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business administration, public administration, education, or similar field.
- Master's degree in business administration, educational leadership, or public administration preferred.
- Previous experience in law enforcement and/or emergency management is desirable.
- Strong organizational and time management skills.
- Meticulous attention to detail to ensure data is entered accurately.
- Ability to multi-task when necessary.
- Great oral and written communication skills.
- Excellent customer service skills.
- Microsoft Office Skills (Word, Excel, PowerPoint, Outlook).
- Knowledge of state and federal laws that apply to the duties of this position.
- Must be able to analyze information for management decision-making.
- Ability to identify problems and recommend solutions within the scope of the position.
- Ability to read, understand, and follow oral and written instructions.
- Ability to maintain strict organization and student confidentiality.

PHYSICAL DEMANDS:

- Varied activities including sitting, standing, walking, bending, lifting, and reaching for extended periods of time.
- Periodic need to lift, carry, push, or pull items weighing up to 50 pounds.

WORK ENVIRONMENT:

- Work is generally performed in a fast-paced, high volume, school/office environment.
- Work may also be conducted outside in varying weather conditions (hot/cold/rain/etc.).
- Must be able to tolerate frequent interruptions from administrators, staff members, and others.

TRAVEL REQUIREMENTS:

- Occasional travel to various school, district, state, and/or community events may be required.

SIGNATURE:

I have received a copy of this job description and understand that if I have any questions about the responsibilities (stated or later assigned), I may ask my supervisor for clarification.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____