



Job Description Field Coordinator

Job Type/Classification: Field Coordinator

Compensation: Field Coordinator column of Student Nutrition, Grounds, Operations, or Maintenance Salary Schedule

Reports to: Department Manager or designee

Position Summary:

The Field Coordinator trains, oversees, and coordinates the activities of assigned personnel to ensure work is completed safely, efficiently, and in alignment with San José Unified standards and procedures. The Coordinator leads projects and programs to support department or San José Unified goals.

Essential Duties and Responsibilities:

- Trains, oversees, and coordinates the activities and placements of assigned personnel
- Leads projects and programs to support department or San José Unified goals
- Provides input to supervisors to support the employee evaluation process
- Procures services, supplies, and materials, and manages deliveries and inventories as needed
- Manages recordkeeping and budgeting, using appropriate San José Unified platforms and processes
- Ensures facilities and equipment are properly maintained
- Ensures work environments are safe, clean, and organized
- Collaborates with internal and external stakeholders to achieve department or San José Unified objectives
- Uses appropriate technology to complete work accurately and efficiently
- Stays current with best practices and safety requirements and maintains appropriate certifications
- Performs field work as needed
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties related to the job or department, as assigned

Qualifications:

Education and Experience

- Completion of 12th grade or equivalent preferred
- Relevant training and experience preferred

Licenses and/or Certifications

- California driver's license
- Appropriate licenses and/or certifications related to assignment

Knowledge, Skills and Abilities

- Ability to communicate effectively, build positive relationships, and provide effective training and coaching
- Strong organizational and time management skills and the ability to efficiently coordinate and plan the work of self and others
- Knowledge of methods, materials, tools, and equipment related to the areas of responsibility

- Knowledge of occupational hazards and safety precautions, including handling of hazardous materials
- Ability to effectively manage resources, including budgets, people, and inventory
- Ability to learn, interpret, and apply policies and procedures
- Ability to work from sketches, drawings, manuals, and specifications
- Ability to apply sound judgment
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform strenuous physical labor, and lift heavy items
- Willing and able to learn new skills or improve ways of doing work
- Ability to effectively speak, read, and write in English
- May be required to demonstrate the proceeding knowledge, skills, and abilities through a screening tool

Terms of Employment:

As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practicable. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

Board Approved: