



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5704

ACADEMY OPERATIONS COORDINATOR

GRADE J

SCOPE OF WORK:

The individual assigned to this position is responsible for coordinating, under the direction of the Training Director, the operation, maintenance, repair, custodial, and food service functions for the Law Enforcement Training Academy (LETA). This individual also coordinates the North Dakota Highway Patrol's wellness program.

DUTIES PERFORMED:

- Coordinate and supervise the maintenance, cleaning, operation, and repair of designated areas, buildings, equipment, and grounds; review and evaluate services and make recommendations to the Training Director.
- Coordinate or perform building, equipment, and grounds maintenance and repair when necessary.
- Coordinate and/or assist with electrical, plumbing, and carpentry improvements and repairs.
- Inspect designated areas, buildings, and equipment for proper sanitation, safety, security, maintenance, and improvement.
- Coordinate or perform servicing of air conditioning and heating/ventilation equipment.
- Maintain comprehensive maintenance records necessary for the efficient operation of the LETA.
- Supervise the LETA food service program and staff.
- Coordinate and participate in the organization and physical setup of the multi-purpose room and classrooms.
- Assist instructors in the utilization of classroom presentation equipment.
- Schedule and perform routine maintenance on classroom presentation equipment.
- Prepare and maintain records on circulation, inventory, and utilization of classroom presentation equipment.
- Develop, implement, monitor, and evaluate the department's wellness program and physical fitness testing/training for sworn officers, recruits, and law enforcement personnel attending the North Dakota Basic Training Program.
- Prepare monthly articles for the department newsletter.
- Assist in preparation of the training schedule.
- Prepare schedule and notices for LETA daily activities.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires two years of college and three years of maintenance, facility management, wellness/fitness, or other work experience closely related to the duties to be performed.

Eff. Date: 10/99

Rev: 07/12 – Conversion to Hay System