

Work Control Coordinator
Berkeley Preparatory School
Tampa, FL

Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

Work Control Coordinator:

The Work Control Coordinator plays a crucial role in ensuring the efficient operation of the Facilities Department and acts as the backbone for work order coordination. This position oversees work requests, tracks utility data, manages maintenance materials, and supports rental property operations. The coordinator ensures tasks are prioritized, assigned, and completed promptly, while fostering communication between school staff, vendors, and the Facilities team. Additionally, the role involves tracking utility consumption and maintaining accurate records to support a clean, safe, and functional environment across the Berkeley campus.

Essential Duties and Responsibilities:

- Receives and processes electronic work requests from the Berkeley community via the Brightly work order program.
- Manages the data related to the CMMS program.
- Routinely generates work order reports (completed work orders by type (Routine, Preventive, Predictive, etc., labor hours, backlog WO's, and other pertinent data in the CMMS) in order to monitor efficacy of the department. Evaluates work order trends and makes recommendations for efficiency improvements.
- Rental property management assistance. Accepting work requests, scheduling services with tenants (e.g. pest control, PM inspections and repairs, keys, etc.).
- Serve as the point of contact between Berkeley staff, vendors, contractors, and Facilities personnel.
- Communicate work schedules and priorities with relevant departments to minimize disruptions.
- Reads and answers electronic mail, answers telephone, transcribes messages using electronic format, processes paper mail, data entry, filing, copying, scanning, and mails packages.
- Answer incoming calls and dispatches service personnel as necessary.
- Handles walk in requests for service from the Berkeley community.
- Develops and distributes internal employee communications regarding upcoming campus events, key dates related to training, etc.
- Assists all departments with inventory tracking and ordering supplies, scheduling appointments, record keeping, training, preparing reports and assuring the smooth day-to-day office details.
- Coordinates/operates the Facilities vehicle fleet to include trucks and golf carts, cleaning, scheduling and coordinating maintenance and repair functions, etc.
- Performs Berkeley utility and services (TECO, Hillsborough County, City of Tampa, Republic Services) cost accounting, data recording and reporting.
- Proactively maintain common areas (e.g. restocking supplies, break room, conference room, office supplies, etc.) as needed.
- Assist in organizing team activities, celebrations and gifts to support team morale and engagement.
- Coordinate with supplier to ensure timely ordering and delivery of uniforms. Facilitate uniform exchanges and replacements as needed.
- Perform other job functions as assigned.

Relationships With Others

The Work Control Coordinator will have frequent verbal and written communications with faculty, staff, and others to explain work orders and projects in terms of their status and when the work will be completed; this communication is one of the most important functions of the position. Following up work requests with good communication and a good cooperative attitude is critical. In addition, the Work Control Coordinator frequently communicates needs to outside vendors and contractors.

Nature of Supervision

The Work Control Coordinator is supervised by the Facilities Operations Manager and works directly with the Facilities Director, Maintenance Supervisor, Landscape Supervisor, and the Custodial Manager. The Work Control Coordinator has the authority to dispatch personnel from all departments for services deemed to be a priority.

Basic Job Requirements:

- Strong organizational and time management skills.
- Ability to understand and carry out verbal and written instructions.
- Excellent verbal and written communication skills.
- Ability to prioritize tasks and manage multiple projects simultaneously.
- Problem solving mindset with the ability to make recommendations for process improvements.
- Knowledge of or ability to learn the Brightly work order software, Excel, Word, Microsoft Outlook, etc.

Minimum Qualifications:

The ideal candidate will have 2-4 years of administrative and clerical experience in a medium-sized service-related organization. It is preferred that the candidate be bilingual (English/Spanish) along with a demonstrated ability to communicate well with employees, vendors and the customer. Exceptional interpersonal skills and demonstrated ability to communicate effectively (in writing, verbally) at all levels are essential. Performance of job duties may require driving a Berkeley vehicle. If so, a current driver's license is required.

Compensation and Benefits:

The appointment is available immediately and is a full-time, non-exempt position and eligible for full benefits. The compensation package will be very competitive nationally and commensurate with experience, certification attainment, and the national independent school and college markets.

Interested Persons:

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All inquiries and nominations are kept confidential.

Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies,

scholarship programs, athletic programs, and other School-administered programs, or in the administration of its hiring and employment practices.

The above information on this 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 assigned to this job.