

OPERATIONS SECRETARIES:

Becky Huff, Maintenance & Security Secretary – Operations Location

Telephone: 563-336-7808

huffbe@mail.davenport.k12.ia.us

- Energy Data Reporting (Gas, Electric, Water, Sewer)
- Dispatching Maintenance Department
- Maintenance Employee Payroll
- Ordering Fuel for the District & Bus Lot
- EMC Online Training for Maintenance Staff
- Keep records for elevator, boiler, & playground inspections
- Secretary for District Security Specialist, Bruce McKee

Victoria Edwards, Building Coordinator – J.B. Young Opportunity Center

Telephone: 563-336-7536

Email: edwardsv@davenportschools.org

- Assists J.B. Young Opportunity Center tenants with what they need to keep programs successful.
- Maintains effective communication daily with custodial staff to best manage building and assist tenants.
- Oversees and manages SchoolDude, a District-wide Facility Use calendar.
- Communicates daily with partner organizations interested in facility use at DCSD facilities.

Jodi Teel, Maintenance Secretary – Operations Location

Telephone: 563-336-7823

teeljo@mail.davenport.k12.ia.us

- Dispatching Maintenance Department
- Preparing Invoices & Purchase Orders
- Processing Maintenance Department P-Cards
- Updating Operations Page of Website
- Preparing Annual Districtwide RFQ's
- Maintaining AHERA/Asbestos Information
- Deposits

Elaine Byrne, Custodial Secretary – Operations Location

Telephone: 563-336-7797

Email: byrnee@mail.davenport.k12.ia.us

- Dispatching Maintenance Department
- Custodial Department Attendance
- Custodial Department Payroll
- Processing Custodial Department P-Cards
- District Pool Vehicle Requests
- MSDS Sheets
- EMC Online Training for Custodial Staff

MAINTENANCE STAFF:

Gary Bell

Carpentry

Josh Brackevelt

HVAC Room Temps/Energy

Jeff Brimeyer

Welding

HVAC backup

Jesse Shattuck

Utility

Building & Grounds

Willie Butler

Utility

Building & Grounds

Darrell Caldwell

Utility Crew Chief

Garage

Scott Ellis

Carpentry

Playgrounds

Bob Fahrenkrog

Carpentry

Jeff Hainline

Electrician/Elevators

Clocks/Bells/Alarms

Blake Lane

Utility

Building & Grounds

Mike Laermans

Painter

Keith Lehman

Roof Leaks

Windows/Doors

Todd Lillyblade

Plumber

John Meade

FNS Equipment

Water Heaters

Heat Pumps

Tim Kuhl

Utility

Building & Grounds

Garage

Doug Nelson

Carpentry

Signs

Lawrence Pernel

HVAC Room Temps/Energy

Tim Phillips

FNS Carpentry

Simple PMs

Cindy Plaster

Utility

Building & Grounds

Gas for Mowers

Pool Vehicles

Heaters/Humidifiers

Jesse Dalton

HVAC

Boilers

Marco Torres

Keys

Doors

Secure Entry

Tom Waterhouse

Clocks/Alarms/Bells