Davis School District

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	**Lead Data Technician**
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	515
Reports to:	Director, Energy/Security/Telecomm

JOB SUMMARY

Under the general direction of the energy/security director, the lead data technician coordinates departmental services with the schools, updates the energy/security computer system, processes district utility bills, supervises and assists the data technicians and provides secretarial/clerical assistance to the Department.

ESSENTIAL JOB FUNCTIONS

- Assists the Energy/Security Director with daily updates to the energy/security computer system. Updates consist of changing times and parameters for lights, fans, boilers, pumps and security alarms.
- Acts as liaison between the Energy/Security department and the school principals or head custodians, recording data and use of radio transceiver to relay energy/security requirements to departmental personnel.
- Receives, analyzes, validates and enters utility bills into the energy/security computer data bases.
- Develops reports and exports reports to spreadsheets and charts for management review and for the payment of utility accounts.
- Trains and assists clerical personnel in data entry and in the monitoring of the energy/security computer systems.
- Processes the payroll for the E/S/T department.
- Orders supplies and handles P.O. request forms.
- Picks up mail and delivers mail to post office. Distributes incoming pony mail.
- Monitors fire/burglar alarms at all times.
- Monitors camera system and checks footage for incidents.
- Creates work orders related to incidents.

MINIMUM REQUIREMENTS

- High School graduation or equivalent training and/or experience and some college-level coursework.

- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of UNISYS mainframe operations.
- Knowledge of Macintosh, DOS and Unix personal computer energy/security systems.
- Familiarity with word processing, spread sheet, database and other programs.
- General office skills (typing, filing, E-mail and telephone communications).
- Ability to use small office equipment.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, lifting, mental acuity, reaching, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work with crisis situations that require them to make major decisions involving people, resources, and property.

The Davis School District has the right to revise this position description at any time.