

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

FACILITIES SPECIALIST II

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Valid Florida Driver's License
3. CDL (as required)
4. Demonstrate aptitude or competency for assigned duties
5. Possess basic grounds and landscape maintenance skills, prefer a minimum of two (2) experience in one of the following work-related trades: Electrical, Mechanical, Plumbing, Security, Fire Alarm, Intercom, Low Voltage, Locksmith, Building Management Systems (BMS), Carpentry, or Painting. Ability to obtain necessary certificates within 90 days of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be self-directed, have basic technical knowledge of one or more of the above trades listed. Person must have positive personal and customer service skills. Basic knowledge and computer skills to include but not limited to MS Word, MS Excel, Google. Must possess personal and customer service skills.

REPORTS TO:

Maintenance Supervisor, Coordinator, Director (as applicable).

JOB GOAL

To assist the Maintenance Supervisor and other District employees, in the quest to provide students, teachers, and staff with safe and healthy buildings and grounds. To help maintain the facilities throughout the district.

SUPERVISES:

N/A

TECHNOLOGY ACCESS:

NONE

PERFORMANCE RESPONSIBILITIES:

- *(1) Perform tasks and duties on an individual basis.
- *(2) Provide training for Facilities Specialist I's and/or laborers.
- *(3) Assist Facilities Specialist III, IV, & V's in the performance of their duties as needed.
- *(4) Must be willing to be cross-trained in all trades.
- *(5) Become familiar work order system (create work orders, print out, distribute to personnel, and close out as needed).
- *(6) Operate and maintain required equipment and tools to perform job. Erect scaffolding as needed.
- *(7). Maintain a working knowledge of methods, materials and equipment needed to complete tasks.
- *(8) Receive and account for materials and supplies as directed.
- *(9) Maintain necessary parts inventory.
- *(10) Determine necessary tools and parts needed to complete assignment.
- *(11) Make deliveries and transport goods as needed.
- *(12) Prepare all surfaces for painting, Proficient knowledge of painting and mixing from supplier.
- *(13) Perform maintenance functions independently, including, but not limited to the following:
 - Electrical repairs (i.e., replace ballast, receptacles, light bulbs, troubleshooting, etc.)

Facilities Specialist II (Continued)

- Plumbing repairs (i.e., fixtures, water lines, troubleshooting, etc.)
- Air Conditioning repairs (i.e., replace filters, clean condensation drains, troubleshooting, replace & adjust belts, generator PMs etc.). EPA 608 Type II.
- General – Ability to inspect building for needed repairs, patch and paint building, repair doors and holes in walls, use common power tools. (Locksmith – Basic knowledge of cutting keys, adjusting doors and modifying hardware)
- Warehouse / Inventory – Maintain repair parts for all trades. Ensure proper quantity of inventory is on hand. Utilizes work orders to determine quantity, insures deliver of parts and supplies to Supervisors. Maintains accountability and serviceability of departmental equipment (lifts etc.).
- Grounds - Edge, weed, distribute mulch, plant flowers, trees and shrubs, cut grass, and trim hedges/trees/shrubs. Apply pesticides, herbicide and fertilizer, and other chemicals under direct supervision of a licensed applicator cardholder.
- Operate pressure washer machinery safely and effectively to clean a variety of surfaces.
- Fire Alarm Intercom – Fire Alarm System Agent/Burglar Alarm System Agent.

(14) Basic Knowledge on reading and understanding blueprints.

*(15) Maintain safe work environment.

(16) Maintain established schedule as requested. Ability to be on call when needed.

*(17) Available for scheduled shift work.

(19) Perform other tasks consistent with the goals of the district as assigned by the maintenance supervisor.

ENVIRONMENTAL CONDITIONS:

Work both indoors and outdoors in noisy, high heat/humidity and cold environments. Requires exposure to possible bodily injury from electrical shock, falling from heights, and blood borne pathogens.

TECHNOLOGY ACCESS:

None

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code: 8

Salary Lane: Support PBZ

Approved: 07/19/2022