

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Facilities Specialist III

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) Must have a minimum of four (4) years of verifiable 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 landscaping / irrigation.
- (6) Required to have a valid card/license or equivalent certifications as applicable to a journeyman's level qualification. Ability to obtain necessary certifications within 90 days of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be self-directed, have knowledge of codes and regulations. Ability to diagnose and resolve equipment/system failures or breakdowns. Skills to read and understand blueprints and schematics. Technical knowledge of one or more of the above trades listed. Person must have positive interpersonal and customer service skills. Technician must hold the necessary certificates in the above trades where applicable. Proficient 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, or 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 in which to work and learn. To help maintain the facilities throughout the district.

SUPERVISES:

As assigned.

PERFORMANCE RESPONSIBILITIES:

- *(1) Perform tasks and duties on an individual basis.
- *(2) Provide training for Facilities Specialist I, II's, III's and/or temporary employees.

FACILITIES SPECIALIST III (Continued)

- ***(3)** Assist Facilities Specialist IV and V 's in the performance of their duties as needed
- ***(4)** Become familiar with the work order system (create work orders, print out, distribute to personnel, and close out as needed).
- ***(5)** Ability to be cross-trained in all trades and train other personnel.
- ***(6)** Oversee small projects (i.e., man power, materials, and schedule).
- ***(7)** Proficient knowledge on drawings and schematics for trouble-shooting or installation
- ***(8)** Estimate material and labor for jobs.
- ***(9)** Maintain a truck inventory.
- ***(10)** Operate and maintain equipment and tools to perform job.
- ***(11)** Maintain a working knowledge of methods, materials and equipment needed to complete tasks.
- ***(12)** Receive and account for materials and supplies as directed.
- ***(13)** Maintain necessary parts inventory.
- ***(14)** Ability to diagnose/troubleshoot system problems.
- ***(15)** Determine necessary tools and parts needed to complete assignments.
- ***(16)** Make deliveries and transport goods as needed.
- ***(17)** All phases of grounds maintenance (i.e., cut grass, trim hedges, trees, bushes & weed control).
- ***(18)** Perform maintenance functions independently, including but not limited to the following:
 - Electrical repairs (i.e., replace ballast, receptacles, light bulbs, ability to troubleshoot electrical systems and circuit boards, bend pipe, know wire size etc.)
 - Plumbing repairs (i.e., fixtures, water lines, troubleshooting plumbing repair copper pipe, soldering, use plumbing snake to clear drain lines, etc.).
 - Air Conditioning repairs (i.e., replace filters, clean condensation drains, troubleshooting, investigating problems, repair food service equipment, knowledge and understanding of EMS scheduling, etc.). EPA 608 Type Universal.
 - General – Ability to repair windows, doors, operate equipment, (proficient knowledge of cutting keys, adjusting doors and modifying hardware).
 - Grounds – As required have pesticide license & fertilizer certificate and or be able to obtain a license within 6 months of hiring.
 - Fire Alarm Intercom – Fire Alarm System Agent/Burglar Alarm System Agent Certified.
- ***(19)** Maintain a safe work environment.
- ***(20)** Be available for scheduled shift work.
- ***(21)** Ability to be on call when needed.
- (22)** Perform other tasks consistent with the goals of the district as assigned by the maintenance supervisor.

FACILITIES SPECIALIST III (Continued)

ENVIRONMENTAL CONDITIONS:

Work both indoors and outdoors in a 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:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly 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: LFZ

Classification: Support

Approved 01/18/2022