

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: FACILITIES TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Director- Facilities, perform a variety of administrative and technical duties in support of the District facilities program and projects; coordinate office activities; perform complex financial and regulatory record keeping.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical and administrative duties in support of the activities of the District facilities program; coordinate office activities.

Serve as a liaison between the District and California Department of Education, Division of State Architect, Department of Toxic Substances Control, Office of Public School Construction, California Geological Survey, Department of Industrial Relations, local building trade associations, Tulare County Recorder, District consultants and other agencies for review and completion of construction projects and other facility needs.

Maintain complex files for various projects; collect, review and process a variety of materials and documents as required; generate, prepare, review and disseminate technical and statistical reports and data and track for timeliness/completeness.

Confer with District staff and consultants regarding coordination of projects, construction problems, work schedules and deviations from specifications including status updates on various phases of work.

Request and compile quotes and proposals from a variety of consultants and vendors for facility projects; coordinate the selection and board approval of contracts; prepare requisitions; compare and contrast invoices with original bids to ensure completeness; identify invoice errors and omissions for correction and report items as needed.

Conduct the preparation of financial, statistical and regulatory reports; assist with the development, tracking and monitoring of the departmental budget.

Prepare, process and disseminate routine paperwork on bids including the bid packets, advertisements and scheduling of bid opening, recording and documentation; assure recording of official documents as required.

Correspond with vendors and others, both orally and in writing regarding technical facilities processes and procedures.

Coordinate pre-qualification of Mechanical, Electrical and Plumbing (MEP) contractors as required by law; maintain list of approved vendors; track vendor registry as required by Department of

Industrial Relations (DIR).

Assist with Request for Qualifications (RFQ) and/or Request for Proposal (RFP) for Architects, Lease/Leaseback Contractors, Technology Vendors and others.

Prepare routine reports to the Board of Education and correspondence to other government agencies.

Receive, greet and direct visitors, answer phones, respond to inquiries and provide a variety of general information concerning facilities operations, activities, policies and procedures to staff, outside entities and the public; schedule and arrange appointments and provide other clerical assistance to the Director of Facilities as needed.

Participate in District and County construction meetings when applicable; prepare materials for the District, County, State and other entities.

Compile, prepare and distribute agenda items, presentations and other required information and materials for meetings and other events; take and distribute minutes; coordinate and attend hearings as required.

Assist, attend and participate with the Citizens' Bond Oversight Committee and other meetings as needed.

Serve as a liaison for student boundaries database and changing boundaries.

Perform a variety of clerical, accounting and secretaries work including spreadsheets, presentations, word processing, proofreading, filing, checking and recording information.

Operate a variety of office equipment including a copier, fax machine, typewriter, scanner, computer and assigned software.

Receive, sort and distribute mail; prepare outgoing mail and packages for distribution.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Terminology, practices and procedures of a facilities and construction program.

Department organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Complex record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Methods, procedures and terminology used in clerical accounting work.

Applicable laws, codes, rules regulations, policies and procedures.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.  
Oral and written communication skills.  
Methods of collecting and organizing data and information.

**ABILITY TO:**

Perform a variety of clerical administrative duties within the facilities programs.  
Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for various District staff.  
Assure smooth and efficient office operations and proper and timely completion of projects and activities.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Perform a variety of clerical accounting duties in support of facilities and projects.  
Maintain accurate financial and statistical records.  
Understand and resolve issues, complaints and problems.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Assemble, organize, verify and prepare data for records and reports.  
Maintain a variety of records, logs and files.  
Operate a variety of office equipment including computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Use assigned software at an advanced level.  
Maintain consistent, punctual and regular attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent and three years clerical experience involving public contact. AA degree and experience with public sector facility programs preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

**PHYSICAL DEMANDS:**

Standing and sitting for extended periods of time.  
Seeing for purposes of reading printed materials.  
Hearing and speaking at normal levels to exchange information.  
Bending at the waist, kneeling and crouching.  
Reaching overhead, above the shoulders and horizontally.  
Lifting and carrying moderately heavy objects.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017