

**BRIGHTON SCHOOL DISTRICT
CLASSIFIED POSITION JOB DESCRIPTION**

Job Title: Facilities Technician
Date Prepared or Last Modified: December 2022
Work Year: 12 months
Department: Facilities
Reports To: Director of Facilities

SUMMARY Perform administrative activities supporting the Facilities Department; receive, prioritize, and assign work orders to maintenance personnel; and manage outside building rentals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 5% Receive and respond to all requests from schools, administrators, staff community and governmental partners. Manage and coordinate flow of information to maintenance staff as well as schools. Create, manage, and maintain files on various activities and functions, including facility usage and district work orders. Make decisions regarding routine/emergency work orders.
- D 25% Prepare payment requests and invoices for payment. Communicate with vendors on matters regarding invoice problems and/or product ordering. Maintain requisitions on purchasing and billing. Allocate payments via purchasing card software and verify payments made by Facilities staff. Provide Director of Facilities, Grounds Supervisor, and Custodial Supervisor with a weekly RFP log.
- D 5% Interpret district policies and regulations for administrators, staff, students, and community members regarding building usage, work orders, budget, and work order policies. Manage/Prioritize workload using work order system. Ensure all work order Action boxes have been populated with notes, dates, initials and the work is completed in a timely basis.
- D 5% Confer regularly with the Director of Facilities on confidential matters of concern, building usage, work orders, and internal personnel issues.
- D 2% Provide confidential support for all department meetings and activities. Deal with all information confidentially and acts in a discretionary and professional manner.
- W 38% Receive and respond to requests for district-wide facility usage from administrators, staff, students, and community members. Respond to them within 24 hours. Decide usage requests for approval or disapproval. Manage and maintain contracts, calendars, and generate monthly invoices.
- W 10% Edit time's sheets update all facilities TMS daily and generate monthly records/ time keeping reports for Payroll. Be available at all pay periods to ensure and custodians and facilities personnel are compensated on time. Pick up interoffice mail twice a week.
- M 1% Attend staff meetings, prepare agendas, and publish minutes and reports. Create binders and updates for Principal meetings that contain the following; all current open work orders, Custodial Handbook with snow plans, custodial sub plans, building usage updates and a change management form.
- M 5% Manage and maintain budgets for the Facilities office, review budget to assess actual performance versus budget, and keep the Director of Facilities apprised of the status.
- M 3% Schedule all state required backflow, lead and radon testing.
- Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent and proficiency in Microsoft Office software.

EXPERIENCE Three years of office management and secretarial experience.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires oral and written communication, interpersonal, public relations, tact, customer service, diplomacy, problem solving, good mathematical, computer, , and basic accounting skills. Operating knowledge of and experience with computers, Microsoft Windows, desktop publishing, and general office equipment. Operating knowledge of maintenance work order system and facility scheduling system within 2 months after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities; however, this position assigns work order-related tasks to facilities personnel. Acts a resource for district personnel regarding work order requests and status and by providing training and assistance on the district's maintenance work order system and facility scheduling system.

JUDGMENT AND DECISION MAKING: Work is assigned by supervisor and is self-directed. Requires independent judgment, tact, and ability to handle multiple tasks to prioritize work orders, to determine the severity or urgency of a situation and respond appropriately, and to determine if facility usage groups comply with Board policies and procedures and contracts. Decision making is guided by Board and district policies and procedures. Decision making requires collaboration with Director, school principals and/or school secretaries, community organizations and other outside entities, and staff. Supervisor is involved only in major decisions.

DIVERSITY OF DUTIES: Duties require cross training in computers and desktop software; work order and facility usage software; basic accounting; Board, district, and department policies and procedures; and organizational skills. Duties and actions impact individuals across the district.

SAFETY TO SELF AND OTHERS: Medium exposure to self to repetitive motion injuries due to keyboarding. Low exposure to self to bruises and cuts due to typical office accidents. May also expose others to injuries if an emergency called into the Facilities Department is not handled timely or effectively.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles in the maintenance shop. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.