

FACILITIES TECHNICIAN

DEFINITION

Under general direction, perform complex technical and responsible functions pertaining to use of school facilities, facilities planning, developer fees, community facility district, and State School Building Program projects; plan, organize and develop reports and summaries; perform responsible and specialized accounting functions; perform routine administrative tasks for more than one manager/supervisor; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform a variety of technical functions, research, and analysis pertaining to the District's building program and master planning; research data and assist in preparing resolutions, contracts, studies, reports and other documentation for district committees, the Board of Education, and local and state agencies; collect developer fees and mitigation payments, and maintain fee certificate and community facility district data; maintain building inventory and prepare periodic reports; research and document information on new housing developments and subdivisions; input and maintain data and generate reports in District-wide demographic mapping system (GIS); prepare deeds of easement, legal advertising, and documents required for property transactions; maintain computer data and generate technical and complex reports in a variety of formats; prepare charts and graphs; perform complex and technical fiscal record management operations related to construction and facilities-related projects; provide support to construction activities and labor compliance program; monitor construction contracts, payment requests, change orders and notices of completion; work with state construction funding agencies on project funding and audit records and requirements; assist with the development of budgets and monitor, verify, and balance various accounts and financial records requiring the use of independent judgment; prepare reports utilizing spreadsheet applications; coordinate facilities planning functions with the accounting and purchasing departments and city and state agencies; assist public with use of school facilities regulations; maintain records, invoices for use of school facilities user groups; respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies; prepare various legal notices and display ads for publication and/or posting; other related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Organization and planning or construction methods, trends, techniques, and practices;
Methods, practices, and procedures pertaining to accounting and fiscally related record management systems;
Utilization and adaptation of computer software packages for a variety of applications;
Standard office practices, procedures, and techniques.

Ability to:

Independently prepare comprehensive, accurate financial and demographic summaries and reports;
Read and interpret legal property descriptions, street maps, jurisdictional boundary maps, title reports, or similar legal, real estate, easement documentation and/or operate computerized geographic information system;
Learn and apply specific laws, rules, regulations, and policies affecting school construction, developer fees, facility planning, labor compliance, use of facility operations, and the school district;

Ability to (continued):

Communicate effectively in oral and written form;
Establish and maintain effective recordkeeping system;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, computer, and peripheral equipment;
Comply with timelines and deadlines;
Establish and maintain a positive, effective working relationship with District staff and others involved in the planning and construction process;
Understand and carry out oral and written directions;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy;
Operate calculator/numeric keyboard efficiently;
Proficient operation and knowledge of computer system;
Proficient execution of word processing, spreadsheet, and database applications;
Familiarity/knowledge of square foot, acreage, and area calculations.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in accounting, business office organization and planning, construction, education, real estate, urban planning, geographic information system, or related areas. Experience may be substituted for formal training or coursework.

Experience:

Three years of experience in facilities planning, construction project management, accounting, office management, real estate, geographic information system, or related areas.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I