

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Facilities Technician

**Classification:** Classified Confidential

**Reports to:** Department Administrator

**FLSA:** Non-Exempt

**Range:** Classified Confidential Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college level course work in statistical record keeping and three years of increasingly responsible clerical and technical office experience.

Licenses and other Requirements:

Valid California driver's license. Clear DMV printout.

Condition of Employment:

Insurability by the District liability insurance carrier.

### **SUMMARY**

Under the supervision of assigned supervisor, performs general, specialized and technical duties to reasonably assist in the development and maintenance of construction and planning documents, project database(s), City and County development tracking and short- and long-range facility planning.

### **SPECIFIC RESPONSIBILITIES**

1. Provide information and assistance in the development and maintenance of site inventory data and DSA identification numbers for short- and long-range master planning.
2. Assist in the development, maintenance and support of material and project applications for local, state, federal and other programs.
3. Monitor and provide assistance in gathering, organizing, recording and documenting data related to all phases of project activities.
4. Assists in the coordination with City and County Planning agencies regarding general and specific land use planning and proposals affecting the District.
5. Assists with coordination of construction projects with architects, engineers, contractors and internal stakeholders.
6. Prepare and maintain accurate databases to monitor and update facility needs and capacities to ensure efficient and effective operation of the departmental functions.
7. Prepare, collect, maintain and input data using statistical software programs; forward to appropriate staff to analyze assigned projects, programs or services to accomplish stated goals; assist in the reviewing of collected data to ensure accuracy.
8. Assists in District's developer fee program including collecting, tracking, verifying and reporting.
9. Compose letters, memoranda, lists, labels, forms, reports and other materials independently, from straight copy, rough draft and oral instructions; assemble packets compile and duplicate materials as needed; assist in the preparation of Board agenda items and related materials as assigned.
10. Maintain and prepare various statistical records and reports related to assigned projects and activities.
11. Perform research, analysis, and evaluate policies for Facilities Planning and Construction

Management.

12. Plan, coordinate and organize office activities and coordinate flow of communications; coordinate schedules and communicate with others regarding meetings and appointments
13. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- School Facility practices and procedures as they relate to planning and construction in California.
- Statistical record-keeping techniques and arithmetical concepts.
- Research methods.
- Methods of data monitoring and control.
- Current office terminologies, practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Specialized functions, activities and operations of Facilities planning and construction.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills
- Microsoft Office
- California State Accounting Manual

Ability to:

- Communicate, understand and follow both oral and written directions effectively.
  - Operate modern technology equipment and programs
- Compile, analyze, verify, maintain and prepare accurate statistical data and reports..
- Make computations with speed and accuracy.
- Monitor, adjust and reconcile data as assigned.
- Plan, prioritize and organize scheduled work to meet schedules and time lines.
- Learn and maintain current knowledge of applicable rules, regulations, requirements and restrictions.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work independently and confidentially with discretion and little direction.
- Complete work with many interruptions.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.
- Interpret, apply and explain laws, rules, regulations, policies and procedures

### **QUALIFICATION REQUIREMENTS**

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.

### **PHYSICAL DEMANDS**

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 4/27/2021