

FACILITIES TECHNICIAN

JOB SUMMARY

Under general direction, provides technical and administrative support in functions related to facilities and maintenance program procurement, bidding, and contract accountability support.

DISTINGUISHING CHARACTERISTICS

This classification differs from Account Technicians in that it requires expertise in principles and practices related to preparing bids, contacting vendors and purchasing materials, supplies, services and equipment using standard predetermined specifications while the Account Technicians require expertise in financial and statistical recordkeeping to perform duties related to business services, account payables, account receivables, account reconciliation, auditing and the general ledger. And it differs from the Buyer in that it requires a more specialized focus on public facilities project procurement, bidding, and contract monitoring while the Buyer requires a more general and broad expertise in public procurement procedures.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class receive supervision and report directly to the Director of Facilities, Maintenance, and Operations. Job incumbents do not supervise other personnel, but may act in a lead capacity to provide technical guidance to lower level, facilities secretarial and clerical office support staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Serves as a liaison and administrative support between the District and Facilities contractors, bidders, inspectors, governmental agencies and other outside organizations as directed;
- Prepares purchase orders and reviews purchase requisitions, specifications and payments for procuring materials, supplies, services and equipment related to Facilities and Maintenance programs and projects along with entering and tracking fixed assets as well as year-end closing purchasing orders;
- Monitors and tracks DSA (Division of the State Architect in California) report filing and DIR (California Department of Industrial Relations) prevailing wage reports for contractors;
- Monitors and tracks department budgets, expenditures, transfers, overall spending, and funds spent per project;
- Organizes and submits documents to appropriate governmental agencies, vendors, and firms under contract to the District, maintaining contract documents and legal paperwork for document control protocols for facilities and construction projects;
- Assists the Purchasing Department in preparing and developing bids from draft materials, writing legal notices to proceed and award letters, and establishing tracking systems of contractor work timelines, along with tracking contract cost, materials and/or Notice of Completion;
- Contacts vendors to obtain price quotations and bid proposals and to discuss the availability of goods, product quality, services, and the delivery timeline;

- Researches and provides information on product source and availability;
- Compares and analyzes quotations and recommends action concerning commodity sources and the awarding of contracts;
- Investigates and resolves procurement issues and complaints regarding the quality of products, delivery shortages, non-deliverables, damaged or duplicate orders and other order discrepancies with vendors, warehouse staff and end users;
- Maintains a variety of purchasing records, reports and files, including databases relating to fixed assets and surplus inventory;
- Answers inquiries from District staff regarding Facilities and Maintenance purchasing procedures;
- Leads and trains department office staff as needed, and assists with phone calls, vendors, and walk in's.
- Provides documents for accounts payable;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Graduation from high school or GED is required. Formal coursework or formal training (i.e., vocational or college) in business or public administration or a related field is preferred.

Experience: Three (3) years of paid experience in purchasing, inventory control or other related fields such as accounting, business, or facilities procurement and contracting services. Two (2) years (i.e., 60 semester or 90 quarter units) of college coursework relevant to the position may be substituted for one year of the required professional experience. School district or public sector purchasing or facilities contract support experience is preferred.

Knowledge of:

- Principles, practices, methods and legal requirements relating to public sector purchasing and facilities development contract tracking associated with DSA and DIR;
- Modern purchasing and stores procedures, including receiving, inspecting, handling, storing and distributing materials;
- Provisions of the Education, Public Contract, Government and Civil Codes of the State of California pertaining to purchasing and facilities development contracts;
- The use and application of computer software applications, such as Microsoft Office Suite;
- Standard purchasing terminology and procedures;
- English grammar;
- Arithmetical calculations.

Ability to:

- Assist in researching and preparing specifications for public sector purchasing and facilities development contracting;

- Review and analyze bids;
- Utilize sound business judgment regarding the quality and quantity of materials and supplies;
- Interpret and apply District policies, laws, rules and regulations affecting the District purchasing and facilities development contract activities;
- Understand practical necessity of rules and ethical guidelines;
- Establish and maintain cooperative and effective working relationships with others;
- Make arithmetic calculations with speed and accuracy;
- Make appropriate recommendations concerning the utilization of commodity sources;
- Understand, follow and carry out District regulations and procedures, as well as oral and written instructions;
- Effectively communicate orally and in writing;
- Find and gather accurate sources of information in order to complete assigned tasks;
- Stay up-to-date with changes in laws and regulations related to business services and facilities development;
- Provide quality customer service;
- Effectively adapt to changes;
- Take initiative and lead the work of others as directed;
- Accurately attend to detailed work;
- Effectively manage multiple work assignments in order to meet deadlines.

License: Possession of a Class C California Driver's License.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: While the job incumbent works in an office environment, this position is in direct contact with the public and other employees through telephone, electronic mails and in person, requiring the ability to effectively manage constant interruptions while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; to verbally communicate in order to exchange information with others; physical daily attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Facilities Technician	
Personnel Action	Personnel Action Date
Approved by the Personnel Commission:	8/26/22