**MT DIABLO UNIFIED SCHOOL DISTRICT**
**Position Description**

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| **TITLE:** | Facilities Technician |
| **REPORTS TO:** | Director Maintenance & Operations OR<br>Director Facilities & Bonds |
| **DEPARTMENT:** | Maintenance, Operations & Facilities |
| **CLASSIFICATION:** | Classified |
| **SALARY:** | CST Range 525 |
| **BOARD APPROVED:** | June 8, 2022 |

**SUMMARY DEFINITION:** Under direction and general supervision of the Director of Maintenance & Operations, or the Director of Facilities & Bonds, or their designee, performs a variety of general, specialized and technical duties to reasonably assist in tracking work orders, development and maintenance of district facilities, assists in long range planning, maintains district facilities database(s), assists in procurement for maintenance and /or facilities projects.

**ESSENTIAL FUNCTIONS** (to include, but not limited to)**:**

**E = Essential Functions** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Provide information and assistance in the development and maintenance of site inventory data and DSA identification numbers for short- and long-range master planning. **E**
- Assist in the development, maintenance and support of material and project applications for local, state, federal and other programs. **E**
- Monitor and provide assistance in gathering, organizing, recording and documenting work orders related to all phases of building maintenance. **E**
- Assists in the coordination with Williams Act reports and inspections, provides and maintains database and status reports. **E**
- Assists with coordination of construction projects with architects, engineers, contractors and internal stakeholders. **E**
- Prepare and maintain accurate databases to monitor and update facility and maintenance needs and capacities to ensure efficient and effective operation of the departmental functions. **E**
- Prepare, collect, maintain and input data using statistical software programs; forward to appropriate staff to analyze assigned projects, deferred maintenance programs or services to accomplish stated goals; assist in the reviewing of collected data to ensure accuracy. **E**
- Assists in Civics Center program including collecting, tracking, verifying and reporting. **E**

- Help 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. **E**

- Maintain and prepare various statistical records and cost reports related to the District's Bond Program and/or Maintenance Program. **E**

- Perform research, analysis and evaluate policies for Facilities and Maintenance & Operations. **E**

- Plan, coordinate and organize office activities and coordinate flow of communications; coordinate schedules and communicate with stakeholders regarding meetings and appointments. **E**

- May assist in emergency response to ensure the District facilities are secure and operational, as needed.

- Perform related duties as assigned.

## DESIRABLE QUALIFICATIONS:

**EDUCATION AND EXPERIENCE:** A combination of education, training and experience equivalent to three (3) years of increasingly clerical and technical office experience. Experience relating to building maintenance or bond construction preferred.

### 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 and/or Maintenance
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- California State Accounting Manual

### SKILL IN:

- Methods of data monitoring and recordkeeping
- Current office terminologies, practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary

**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

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

**PHYSICAL DEMANDS:**
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**LICENSES AND CERTIFICATES:**
Possession of a valid California Driver's License is required.

**OTHER QUALIFICATIONS:**
Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.