

COLTON-REDLANDS-YUCAIPA REGIONAL OCCUPATIONAL PROGRAM

FACILITIES TECHNICIAN II

BASIC FUNCTION:

Under the general supervision of the Superintendent and/or designee, perform a variety of tasks related to facilities, grounds, buildings, and equipment; perform warehouse functions including the pick-up and delivery of supplies and equipment; receive orders and maintain a safe environment for students and staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of tasks and minor repairs related to ROP facilities, grounds, buildings, and equipment.

Performs preventive maintenance procedures on facility mechanical equipment on a scheduled basis; repairs or replaces broken parts.

Perform warehouse functions including pick-up and delivery of supplies and equipment to various locations.

Perform receiving tasks related to orders, including entering receipts into accounting software, attaching hard copy paperwork for filing, and logging assets that require tagging.

Tag assets as required and record them in the asset management system.

Record retired assets and report to Supervisor.

Assemble and move furniture; repair various equipment and furniture, as directed.

Maintain general plumbing fixtures; unclog sewer lines, toilets, drains, and related fixtures.

Expedite routine work order requests from personnel; work from oral and written instructions and work orders; respond to emergency repair needs as requested.

Review and communicate Work Order challenges to the immediate Supervisor for escalation.

Operate a computer to monitor work order requests.

Troubleshoot, repair, or replace fixtures and equipment; replace light fixtures, ballasts, bulbs, outlets, and other electrical accessories.

Monitor inventory levels of supplies and equipment; recommend supply and equipment orders.

Operate and maintain a variety of hand and power tools and equipment; drive a vehicle to conduct work.

Prepare classrooms and other facilities for special events or meetings; set up and assemble chairs, tables, and other furniture and equipment for special events and activities; clean up furniture, equipment, and

debris following these events.

Remove or paint over graffiti as needed.

Monitor ROP vehicles; check fluid levels and recommend routine maintenance.

Maintain security of assigned areas according to established guidelines; set alarms as appropriate.

Communicate with program personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain working relationships with site contacts in custodial, security, Facilities, IT, and administration when appropriate.

Perform minor repairs on standard office equipment as needed.

Maintain routine records related to assigned activities.

Receive and review purchase orders; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; operate standard warehouse equipment including a hand truck; drive a vehicle to conduct work.

Organize, maintain, and replenish supply room materials.

Receive, sort, and prepare mail for distribution to various ROP locations.

Assist outside contractors with special projects as assigned.

Provide supervision of contractors and vendors completing work on campuses

Provide support for ICT-related work on an as-needed basis when directed by the immediate Supervisor.

Provide occasional direction to temporary Facility personnel for completing work.

OTHER DUTIES:

Assist with custodial duties as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard tools, equipment, materials, methods, and techniques used in maintenance and repair.

Basic preventive maintenance principles and practices.

Methods and practices used in storing, disbursing, and delivering supplies and equipment.

Requirements of safe, clean, and orderly facility condition.

Oral and written communication skills.

Health and safety regulations.

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Basic record-keeping techniques.
Basic computer skills.
Basic computer and network systems
Proper lifting techniques.
Proper methods of storing equipment, materials, and supplies. Traffic laws, defensive driving techniques, and rules of the road.

ABILITY TO:

Ensure a safe environment for students and staff.
Effectively and safely operate a variety of assigned tools and equipment.
Maintain routine records related to work performed.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Observe legal and defensive driving practices.
Meet schedules and timelines.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Required: High School diploma or equivalent and 2 years of work experience in facility maintenance or related field.

Employees who were hired before June 30, 2023, will be grandfathered into their current position regardless of changes made to their job qualifications. This means that any changes to the job qualifications of an employee hired prior to June 30, 2023, will not result in a loss of employment, demotion, or reduction in pay or benefits. This provision does not apply if the employee is promoted or applies for a new position within the organization. Employees hired on or after July 1, 2023, will be subject to the changes made to the job descriptions that are effective on July 1, 2023.

LICENSES AND OTHER REQUIREMENTS:

Incumbent will be required to operate a vehicle in the performance of duties and must possess an appropriate and valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment. May be required to be bondable.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust, and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.
Standing for extended periods of time.
Seeing to perform maintenance work.

Hearing and speaking to exchange information.
Lifting, carrying, pushing, or pulling heavy objects as assigned by the position.
Bending at the waist, kneeling, or crouching.
Reaching overhead, above the shoulders, and horizontally.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Chemical fumes.