

Position Title	Facilities Specialist		
Working Title			
FLSA Status	Eligible	Job Code	1225
Salary Band	MP1	Revised	1/2019

### General Purpose

With oversight from the Facilities Manager, implements the preventive maintenance programs for District facilities, physical plants, grounds and vehicles.

### Illustrative Examples of Duties and Responsibilities

Participates in developing and updating the preventive maintenance programs for District facilities, physical plants, grounds and vehicles.

Monitors vendors providing HVAC, custodial services, landscaping and snow removal, building security, fire suppression and fire alarm services to assure services meet contract specifications; reports any issues to the Facilities Manager.

Monitors operation of District mechanical systems; i.e., heating, air conditioning, electrical, and plumbing. Ensures all preventive maintenance procedures are carried out correctly, efficiently, and according to schedule.

Performs preventive maintenance on facilities, physical plants, grounds and vehicles as approved.

Conducts facility inspections; evaluates equipment and facilities for useful life expectancy.

Identifies maintenance problems and recommends repair or replacement of parts or equipment as needed; Performs and/or coordinates repairs or renovations as appropriate.

Assists in assuring District compliance with building maintenance, building codes, ADA and facility health-code rules and regulations.

Responds to emergency maintenance situations to assure problems are resolved timely and effectively.

May participate in the review of cost, time, and material estimates for necessary maintenance, repair or renovation of existing facilities.

May provide budget input for facilities maintenance budget and/or capital improvements.

May evaluate plans for new or remodeled buildings to ensure effective and efficient maintenance and operation.

May assist in developing bid specifications; may assist in evaluating work on contracted projects in progress and upon completion.

Performs other related tasks as assigned.



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## Supervision

Reports to: Facilities Manager

Supervises: N/A

## Minimum Qualifications

### Required

- Associate's degree in a related field
- Five years of experience in one of the following areas: building maintenance operations or the construction industry.
- Two years' experience in dealing with contracted service providers and subcontractors or administering contractor contracts.

### Preferred

- Certificates or licenses in HVAC, plumbing, carpentry, electrical, or energy management.
- Building maintenance experience in a multi-facility environment preferred; lead-worker responsibilities.

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

## Necessary Knowledge, Skills & Abilities

### Knowledge of

- Principles and practices of building and facilities maintenance.
- The standard methods, materials, tools, and equipment used in the heating, ventilation, air conditioning, electrical, plumbing, mechanical, carpentry trades, and crafts.
- Occupational hazards and safety precautions and inspections necessary in building maintenance and janitorial work.

### Skill in

- Use of basic hand and power tools.

### Ability to

- Perform basic HVAC, electrical, plumbing, mechanical, and carpentry work.
- Evaluate building plans and specifications, read blueprints and building codes and recommend changes to facilitate easier maintenance or improved energy savings.
- Communicate effectively with staff and others, both orally and in writing
- Consistently demonstrate effective customer service behavior(s);
- Interact in a professional and respectful manner with District staff and the public;
- Maintain confidentiality of customer information;



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- Establish and maintain effective working relationships in a team environment;
- Use initiative, problem-solving skills, and sound judgment;
- Work quickly and accurately; follow directions; meet deadlines.

### **Work Environment/Physical Demands**

An individual performing the duties in this position is required to work both indoors and outdoors in all weather conditions.

Occasionally work must be performed in high, precarious places and/or near or around moving mechanical parts. The noise level in the work environment ranges from moderately quiet to moderately noisy depending on the task being performed. Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock are illustrative of the environmental requirements of the position.

This position requires frequent public contact

An individual performing the duties in this position may be required to sit or stand for long periods of time climb ladders, or lift or move up to 40 pounds of supplies or materials frequently, and occasionally up to 100 pounds of supplies or materials.

### **Special Requirements**

- Criminal background check required.
- Must maintain a clear driving record, free from serious violations
- Must have valid driver's license and required insurance.
- Must be able to drive the District's maintenance vehicle to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

*The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



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