

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 215
RANGE: 145
NON-EXEMPT

FACILITIES SYSTEMS SPECIALIST

BASIC FUNCTION:

Under the supervision of the assigned supervisor, implement and maintain various building management systems, analyze building management system data, serve as project manager; oversee the work of contractors; coordinate maintenance and repair for the office of the Fresno County Superintendent of Schools (FCSS) and departments as assigned; prepare associated documentation; assist in the coordination of maintenance and operations work requests, schedules and budgets; process insurance related documents and claims; perform clerical, duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Communicate with school district, county office personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, facilities projects and discrepancies; coordinate facility-related workshops related to policies and procedures.
- Conduct on-site inspections for maintenance and needed repairs for all county office facilities as specified by department assignment.
- Develop, maintain, and analyze databases, spreadsheets and documentation related to facility inventory, key control, maintenance schedules, fixed assets, fire and life safety systems, Asbestos Hazard Emergency Response Act, school safety plans and other facility-related data management issues.
- Implement, analyze, maintain and train staff on various building management systems such as access control systems, security camera systems, energy management systems, and public address and notification systems; work cooperatively with other departments including Information Systems and Technology, Human Resources, and Legal Services regarding building management systems.
- Oversee outside contractors on construction projects, ensure compliance with applicable laws, rules, codes, specifications, student safety and other related regulations; visit worksites with prospective contractors and maintain supervision through completion of each project.
- Prepare, coordinate and manage contracts with vendors for maintaining and repairing facilities; ensure timeliness and quality of contractor work; coordinate the purchasing and disposal of equipment, including bid and surplus processes; obtain quotes and bids for facility and maintenance construction projects.
- Process, submit, and ensure closure of property insurance claims.
- Respond to emergency situations including but not limited to building system alarms and other situations, protect and prevent loss or further damage to county office property after hours and on weekends, as needed and as specified by department assignment.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.

- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate safety precautions and procedures.
- Basic first aid practices.
- Knowledge of building management systems.
- Policies and procedures applicable to facilities management, maintenance, repair and purchasing.
- Safe driving practices.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Add, subtract, multiply and divide quickly and accurately.
- Analyze situations, draw conclusions, and make recommendations.
- Coordinate activities with outside vendors to ensure smooth facilities operations.
- Maintain a high degree of organization.
- Meet schedules and timelines.
- Observe health and safety regulations.
- Respond to emergency facility-related calls after hours and on weekends.
- Work flexible hours.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or state high school proficiency certification.
- Bachelor's Degree in Construction Management, Project Administration or related field preferred.

EXPERIENCE:

- Two years' experience in facilities management and project coordination or related environment.

LICENSE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Indoor and outdoor environment.
- Regular exposure to fumes, dust and odors.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others. Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: November 14, 2017