Position Description
Facilities Specialist
Department: Facilities Management

POSITION PURPOSE

The Facilities Specialist coordinates requests for repairs, service and maintenance to College facilities, and supervises assembled work crew to assure all duties are completed.

NATURE AND SCOPE

The Facilities Specialist supervise Custodians, Grounds Equipment Operators, Electricians, Locksmiths and other skilled trades workers.

The Facilities Specialist is responsible for establishing the priority of work requests received, assigning work to appropriate trades persons, and hiring and supervising hourly personnel. Other decisions, such as budget expenditures over $500, major personnel issues, and written and verbal instructions and directions as appropriate, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Supervises skilled trades workers and office staff.
2. Composes and compiles reports, letters and memos; performs general office duties.
3. Coordinates daily operations with Director, Facilities Planning and Management.
4. Orders necessary supplies, materials and equipment to perform various repair and maintenance work.
5. Works with contractors to obtain bids on work requests as necessary; oversees and coordinates project to completion.
6. Communicates with appropriate College personnel regarding the status of projects.
7. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Some understanding of various skilled trades
Modern office practices and procedures
Various software applications e.g., Microsoft Office and WordPerfect
Understanding of budget and inventory control
EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Detail oriented
Operate a variety of specialized office equipment i.e., copiers, fax machine
Excellent written and oral communication
Excellent interpersonal skills
Professional telephone skills
Ability to work independently
Management, organizational and supervisory skills

Education and Experience:

H.S. degree; A.A. in business, secretarial science or related field preferred
3-5 years administrative experience and/or customer service experience
Previous office management experience preferred

Working Conditions

Typical office environment