

**Position Description**  
**Facilities Specialist**  
**Department: Facilities Management**

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**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