

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Department Professional – Facilities Department

**DEPARTMENT:** Facilities  
May Valley Service Center

**REPORTS TO:** Facilities Services Lead

**POSITION SUMMARY:** The Department Professional - Facilities Department provides administrative and secretarial support to the Department for the purpose of ensuring efficient operation of daily support functions to all district properties and acting as a communications link to provide a healthy and safe environment for all stakeholders: students, staff, parent and community.

### **ESSENTIAL FUNCTIONS:**

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Acts as timekeeper for custodial, maintenance and warehouse employees including processing leave forms, entering data in online timekeeping system, and preparing leave spreadsheets and reports as directed.
- Performs data entry for a variety of systems such as pesticide applications, timekeeping spreadsheets, budget spreadsheets and warehouse ordering.
- Answers main Facilities Services phone line to answer questions or direct caller to correct resource within the department.
- Assigns substitute custodians as needed on a daily basis.
- Assists with training for employees (e.g. building secretaries; custodians; maintenance personnel) and identifies training needs of employees and orients new employees (maintenance & custodial) for the purpose of providing orientation on department policies procedures and/or systems.
- Enters purchase orders for parts, services and supplies from the simple to the complex (e.g. air filters of several dozen various sizes and departmental uniform ordering) for the purpose of maintaining departmental safety, compliance and productivity.
- Assists with budget transfers, journal vouchers and other budget related work.
- Coordinates a variety of programs and/or activities (e.g. appointments, calendar, projects, schedules contractors, ordering and purchasing uniforms, etc.) for the purpose of delivering services in compliance with established guidelines.
- Develops & Maintains reference guides for individual Facilities Services staff: administrative, maintenance, grounds, and custodial that contain materials (e.g. guidelines, contact information, site maps, procedure briefs/graphs/tables, fiscal reference lists, etc) for the purpose of supporting daily activities and enhancing departmental-wide productivity.
- Assist with diffusing potentially hazardous situations within the district for the purpose of taking action and/or directing to appropriate personnel for resolution.
- Investigates expenditures relating to maintenance and custodial parts, preventative maintenance contracts; equipment, and supply inventory for the purpose of ensuring expenses are within budgetary limitations and District procedures.
- Maintains a wide variety of fiscal information, documents, files and records (e.g. accounts payable, contracts, budget, personnel files, office inventory, department policies, leave request calendar, petty cash, purchase order records, invoices, change orders, office correspondence, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Prepares a variety of reports, documents and correspondence (e.g. monthly work order statistical reports, payroll reports, letters, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches a variety of topics (e.g. Preventative maintenance programs, vendors, equipment, supplies, union contract compliance & interpretation, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds inquiries from staff, students and public regarding Facilities Services related issues for the purpose of providing information, facilitating communication and prioritizing work so that a high level of safety as well as productivity may be maintained for all stakeholders throughout the district.

- Responds to reports from district staff and the public of potentially hazardous and/or difficult situations within District properties by assessing, prioritizing, and dispatching maintenance and/or grounds personnel (e.g. roof leaks, HVAC issues, equipment failure, power outages, gas leaks, water intrusion, burglar & fire alarm systems, indoor air quality) for the purpose of taking appropriate action to resolve safety and health emergency situations.
- Supports Facilities Services Administrators and department staff for the purpose of providing assistance with administrative and departmental functions and operations.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including intermediate to advanced skills in utilizing pertinent software applications; planning and managing projects; preparing and maintaining accurate records; strong verbal and written communication skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software including proficiency in use of Microsoft Word, Excel, Publisher, etc; business telephone etiquette; and common office machines. Knowledge of general maintenance, grounds and custodial practices and procedures is also required.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; adapting to changing work priorities; setting priorities; and working as part of a team.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

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**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date