

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Facility Services Specialist

DEPARTMENT: Finance & Operations
MVSC

REPORTS TO: Executive Director of Operations

POSITION SUMMARY: Facility Services Lead coordinates the day-to-day operational functions of the Facility Services Department while supervisors are in the field attending to the needs of the District. The position acts as the supervisor in the absence of the custodial or maintenance/grounds supervisor. This position also has supervisory responsibilities for Facility Services office support staff.

ESSENTIAL FUNCTIONS:

- Serve as first level support for Custodial, Maintenance, and Grounds issues and requests; elevate issues and requests to appropriate supervisor as necessary.
- Supervise Custodial and Maintenance/Grounds administrative work including: budget review and preparation, report generation, expenditure monitoring, and ensuring department data integrity.
- Assist in development and implementation of a professional development plan to support and strengthen technical skills of staff.
- Supervise the creation of content and updating of online information related to Facility Services.
- Assist supervisors with ensuring compliance with all industry and governmental standards, including but not limited to: hazardous waste, pesticides in schools, asbestos, and boilers/fire/safety inspectors.
- Assist supervisors in determining operations policies, guidelines, priorities, and the scheduling of various ongoing projects.
- Oversee the preparation, assignment, and monitoring of work orders.
- Manage recording, monitoring, and ensuring timeline compliance with Indoor Environmental Quality work orders in conjunction with the Maintenance Supervisor.
- Ensure compliance of Department records with financial, legal, and administrative requirements.
- Communicate with staff, contractors and officials regarding various procedures, correction needs and fiscal regulations (e.g. fire alarm systems, elevator, hazardous waste, pesticide reporting, workers compensation, retention ponds, etc.) for the purpose of ensuring compliance with defined requirements of City/County/State/Federal regulations.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) and ensures compliance with financial, legal and/or administrative requirements.
- Oversees 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.
- Manages the purchase ordering process 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.
- Oversees development of 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.
- Responds to potential actual hazardous situations within the district for the purpose of taking action and/or directing to appropriate personnel or outside agencies and first responders.
- Investigates and approves 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.
- Researches a wide 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 areas.

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- Responds to 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.
- Possess knowledge of and adhere to District Policies and procedures
- Manage special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position
- Obtain quotes from consultants, contractors, subcontractors and bids for projects. Prepare requests for qualifications, proposals and bid documents as needed.
- Supervise facility services office support staff.
- Develop detailed budget estimates for various projects and significant equipment purchases.
- Process and communicate sensitive information pertinent to Facility Services.
- Oversee Facility Services Department compliance with rules and regulations pertaining to District's Small Works Roster.
- Maintain working knowledge of Department of Labor & Industries rules and regulations.
- Act as liaison to the Capital Projects Department in project collaboration and completion.
- Oversee day-to-day operations in Facility Services Department, including ensuring efficient office operations. Act as department supervisor in the absence of custodial or maintenance/grounds supervisor.
- Assist in overseeing the development and monitoring of a district preventative maintenance program.
- 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.
- Other duties and responsibilities as may be necessary and assigned.

QUALIFICATIONS:

EDUCATION: High School diploma or equivalent. Bachelor's Degree preferred.

EXPERIENCE: Minimum 5 years work experience in custodial, maintenance, and grounds procedures in a commercial or institutional facility services environment. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate issues.

CERTIFICATES AND LICENSES: 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.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certifications, licenses, and knowledge as current

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

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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).

Name (sign)

Name (print)

Date