

TECHNICIAN, FACILITIES MAINTENANCE**DEFINITION:**

Under the supervision of the Director of Business Services, coordinate, organize and perform a variety of administrative, analytical and technical duties in support of the District's facilities maintenance program; oversee contracted services relating to a variety of specialized areas, including the District Deferred Maintenance Five-Year Plan; acquisition and installation of relocatable classrooms; ensure operational compliance with the various permits and other environmental requirements of county, state and federal regulatory agencies; disposal of hazardous waste/materials; acquisition of surplus equipment and furniture; installation/maintenance of District security systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and perform a variety of technical and administrative duties in support of the day-to-day operations of the facilities maintenance program.
- Act as liaison between District, contractors, vendors, engineers, architects and site personnel coordinating relocatable classrooms, deferred maintenance, and hazardous materials removal.
- Assist in the preparation of State applications for relocatable classrooms, bidding, change orders, purchase orders and Notices of Completion.
- Prepare consulting agreements for inspectors, architects, engineers, and testing labs.
- Obtain financing and maintain lease/purchase files for all relocatable classrooms.
- Maintain comprehensive inventory of approximately 500 relocatable classrooms; direct follow-up of warranty items reported; coordinate ordering and delivery of new classroom furniture for relocatables.
- Monitor Developer Fee Fund and Mello Roos budgets.
- Prepare spreadsheet by site, of all deferred maintenance items to be replaced during a five-year period; monitor deferred maintenance budget; maintain purchase orders and bidding files; prepare Notices of Completion.
- Maintain the District AHERA Management (Asbestos Hazard Emergency Response Act) Plan for each school site; coordinate re-inspection and abatement of asbestos containing material in school sites; maintain files of manifests and disposal reporting documents as required by law; request proposals and pay requests; coordinate six-month and three-year school site asbestos re-inspections.
- Maintain files for reimbursement for disaster related incidents from the Federal Emergency Management Agency (FEMA); assist in grant applications, prepare paperwork as required by law.
- Assure that legal requirements are met regarding hazardous waste removal; coordinate pick-up and disposal from school sites; maintain files of disposal manifests; prepare EPA manifests and verification reports, and submit document to Department of Toxic and Substance Control (DTSC); update and maintain Material Safety Data Sheets (MSDS) for school sites.
- Submit orders for used furniture for school sites; arrange for refurbishing including reupholstering, painting, and refinishing of surplus property.
- Coordinate repair of District security systems; prepare annual purchase orders for monitoring security systems.
- Assist in District-wide disaster preparedness; coordinate repair of emergency radios for school sites; maintain inventory of hand-held radios by site; troubleshoot emergency radios problems with school sites.
- Research and respond to inquiries from a broad audience regarding compliance with environmental regulations; interpret policies and procedures in order to answer questions.
- Prepare clear, concise and documented reports relative to departmental functions; conduct surveys and analyses, gathering information, making comparative analyses and drawing conclusions and recommendations; draw charts and graphs which reflect or illustrate issues and data analysis; proof

and edit reports and charts; identify written sources of information; contact others to give and secure necessary information.

- Participate in District, County and State construction meetings when applicable; prepare materials and follow up on issues and actions.
- Compose correspondence on a wide range of subjects requiring knowledge of District policies and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Requirements for the acquisition and installation of relocatable classrooms; principles, practices and regulations of State, County and Federal governing agencies regarding hazardous waste, underground storage tanks, and asbestos abatement; Federal Emergency Management Agency (FEMA) regulations and guidelines; applicable sections of State Education Codes and other regulating agencies; Department of Toxic and Substance Control and Orange County Health Department requirements relating to hazardous materials and safety standards; State deferred maintenance regulations; basic principles and methods of administrative surveys; correct English, grammar, spelling and punctuation; modern office methods, including personal computer; basic word processing, spreadsheets, databases and presentation software.

Ability to:

Manage a variety of projects; understand and administer contracts; work effectively with architects, engineers, project managers, contractors and District staff; interpret and apply specific rules, laws, policies and procedures of State agencies and the District; gather and analyze data; reason logically, draw logical conclusions and make basic recommendations; understand and administer contracts; meet deadlines, organize and set up schedules for facilities maintenance projects; read and interpret a variety of written data; participate effectively in meetings; communicate effectively both orally and in writing; plan and organize deferred maintenance work and reschedule work due to shifting priorities; coordinate aspects of deferred maintenance with school site and District personnel; design spreadsheets; maintain complex records and files; establish and maintain effective working relationships; compose Board Agenda items and meet deadlines; perform a variety of technical work involving independent judgment, accuracy and speed.

Experience:

Three years of paraprofessional administrative experience in public personnel, general administration, or project management experience; budget or administrative analysis work which has provided the applicant the knowledge and abilities listed above.

Education:

Graduation from high school, coursework in facility/maintenance planning or closely related field preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: December 6, 1988
Revised: December 11, 1990, effective July 1, 1990
Revised: October 8, 2002
Revised: December 15, 2004