

**SCHOOL DISTRICT OF FLAGLER COUNTY  
JOB DESCRIPTION**

**FACILITIES SEPCIALIST IV**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Valid Florida Driver's License.
- (3) CDL (as required).
- (4) Demonstrate aptitude or competency for assigned duties.
- (5) Must have a minimum of six (6) years verifiable experience or three (3) years verifiable supervisory experience in Facilities Management, or in one of the following work related trades: Electrical, Mechanical, Plumbing, Security, Fire Alarm, Intercom, Low voltage, Locksmith, Building Management Systems (BMS) or Carpentry.
- (6) Required to have a valid card/license or equivalent certifications as applicable to a journeyman's level qualification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must be self-directed and knowledgeable of codes and regulations. Ability to diagnose and resolve equipment/system failures or breakdowns. Must have skills to read and understand blue prints and schematics. Technical knowledge of one or more of the above trades listed. Person must have positive interpersonal and customer skills. Must hold and maintain the necessary licensing or certifications in the above trades. Must have proficient knowledge and computer skills (i.e. Microsoft Word, Excel and Google.) and be able to learn the work order system and its functions. Experience to oversee minimum of (3) persons as assigned by their Supervisor.

**REPORTS TO:**

Maintenance Supervisor, Coordinator, or Director (as applicable).

**JOB GOAL**

To assist the Maintenance Supervisor and other district employees, in the quest to provide students, teachers, and staff with safe and healthy buildings in which to work and learn. To help maintain the facilities throughout the district.

**SUPERVISES:**

As assigned.

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Perform tasks and duties on an individual basis.
- \*(2) Assist Maintenance Supervisor in the performance of his duties as needed.
- \*(3) Provide training for Facilities Specialist I, II, III, and IV's as well as temporary employees.
- \*(4) Assist Facilities Specialist V's in performance of their duties as needed.

## **FACILITIES SPECIALIST IV (Continued)**

- \* (5) Proficient with the work order system (create work orders, print out, distribute to personnel and close out as needed).
- \* (6) Must be willing to be cross-trained in all trades and train other personnel.
- \* (7) Oversee small, medium or large projects (i.e. man power, materials, schedule as needed).
- \* (8) Use drawings and schematics when needed for trouble-shooting or installation.
- \* (9) Estimate material and labor for jobs.
- \* (10) Maintain a truck inventory.
- \* (11) Examine school buildings and grounds on a regular basis as directed.
- \* (12) Operate and maintain equipment and tools to perform job.
- \* (13) Maintain a working knowledge of methods, materials and equipment needed to complete tasks.
- \* (14) Receive and account for materials and supplies as directed.
- \* (15) Maintain necessary parts inventory.
- \* (16) Ability to diagnose/troubleshoot system problems.
- \* (17) Determine necessary tools and parts needed to complete assignments.
- \* (18) Make deliveries and transport goods as needed.
- \* (19) All phases of grounds maintenance (i.e. cut grass, trim hedges, trees, bushes & weed control).
- \* (20) Available for scheduled shift work.
- \* (21) Perform maintenance functions independently, including but not limited to the following:
  - Electrical repairs (i.e. Proficient in replace ballast, receptacles, light bulbs, troubleshooting electrical systems and circuit boards, bending pipe and knowledge of wire sizes, etc.) Knowledge of building codes.
  - Plumbing repairs (i.e. Proficient in replacing fixtures, water lines, troubleshooting plumbing systems, repair and soldering of copper pipe and using plumbing snake to clear drain lines, etc.) Knowledge of building codes.
  - Air Conditioning repairs (i.e. replace filters, clean condensation drains, proficient in investigating problems and troubleshooting, etc.). Proficient in all phases of Energy Management Systems (EMS), Knowledge of building codes.
  - General – Proficient in repairing windows, doors, laying out walls and providing material list. Knowledge of building codes.
- (22) Perform other tasks consistent with the goals of the district as assigned by the maintenance supervisor.
- \* (23) Maintain safe work environment.
- \* (24) Proficient knowledge on reading and understanding blueprints.

### **ENVIRONMENTAL CONDITIONS:**

Work both indoors and outdoors in a noisy, high heat/humidity and cold environments. Requires exposure to possible bodily injury from electrical shock, falling from heights, and blood borne pathogens.

### **TECHNOLOGY ACCESS:**

None

**FACILITIES SPECIALIST IV** (Continued)

**PHYSICAL REQUIREMENTS:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Salary Lane:** PAZ

**Classification:** Support

**Job Description Supplement Code:** 8

**BOARD APPROVED:** 07/18/2017