

JOB DESCRIPTION

TITLE: Facilities Technician II

SALARY RANGE: 18

REPORTS TO (BY TITLE): Manager, Maintenance and Operations

BASIC FUNCTION:

Under direction of the Manager, Maintenance and Operations or her/his designee, performs advanced technical and complex duties related to the operations of a fixed asset central receiving system for Student Programs and Services and a variety of Facilities related duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinates the daily functions of a fixed asset central receiving system.

Maintains an inventory control file using a Technology Database Systems.

Assists Purchasing with imputing/deletion of fixed asset records for the purpose of inventory control.

Maintains various files, records and information for the purpose of providing up-to-date references and audit compliance reviews.

Researches and monitors fixed asset discrepancies for ensuring accuracy and adherence to accounting procedures.

Assists with processing all incoming/outgoing documents/packages and mail including responsibility for UPS online shipping.

Maintains inventory of operational supplies for all shipping and receiving.

Coordinates fixed asset distribution to all County Office sites.

Assists with management of records center files and telephone systems.

Provides assistance as required in a variety of daily activities relative to Transportation Technician position.

Prepares student/parent transportation packets.

Performs functions of the Transportation Technician, Mail Service Assistant and Receptionist for the purpose of providing relief as necessary.

Facilities Technician II Continued

Handles copy machine troubleshooting/repair calls/maintains supplies and processes in house billing report for 1st & 3rd floor copy rooms.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy.
Rules and regulations related to assigned functions.
Telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Operation of a computer and assigned software.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic math.
Record-keeping techniques.
Basic budgeting, financial and statistical record keeping.

ABILITY TO:

Perform a variety of general clerical duties in support of assigned General Services programs and functions.
Answer telephones and greet visitors courteously.
Maintain records and files.
Operate a variety of office equipment including a computer and assigned software.
Determine appropriate action within clearly defined guidelines.
Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written instructions.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in a related field and minimum two years of increasingly responsible clerical or secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

Facilities Technician II Continued

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderate heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling and crouching.

Walking.