

JOB DESCRIPTION

TITLE: Facilities Technician I

SALARY RANGE: 14

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

BASIC FUNCTION:

Under direction of the Manager, Maintenance and Operations or her/his designee, performs 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 various files, records and information for the purpose of providing up-to-date references and audit compliance reviews.

Processes 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.

Maintains Record Center reports.

Receive, sort and distribute incoming mail, packages and inter-office mail to appropriate personnel, departments or organizations; receive and prepare packages for delivery; assure timely and efficient pick-up and delivery of County Office mail and packages.

Pick up, sort and distribute outgoing mail and packages according to established procedures; weigh, wrap, seal and affix appropriate postage and labels to outgoing mail and packages; evaluate available options and select appropriate delivery methods to assure cost-effective service.

Process and place inter-office and incoming mail in appropriate departmental or individual mailboxes; meter outgoing mail from various County Office departments and individuals; calculate and apply shipping and postage charges to appropriate accounts.

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

Facilities Technician I – Continued

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 and minimum one year of increasingly responsible clerical or secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

August 2008

Facilities Technician I – Continued

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.