



Job Title: Facilities Specialist

Exemption Status/Test: Non-Exempt

Reports to: Executive Director of Communications
and Public Relations

Date Revised: October 9, 2017

Dept. /School: Communications and Public Relations

Primary Purpose:

To maintain the physical appearance of the building and grounds in a condition of operating excellence so that full use of the facility may be made at all times.

Qualifications:

Education/Certification:

Bachelor's Degree preferred

Experience:

Building Operations Experience

Special Knowledge/Skills:

Demonstrate experience in hospitality
Knowledge of electrical and HVAC
Supervisory skills
Computer proficiency in Microsoft Office

Major Responsibilities and Duties:

Personal Effectiveness

1. Display professionalism in dealing with students, parents, staff and community.
2. Approach problem solving tactfully with directness and integrity.
3. Exerts a positive influence and works in harmony with associates.
4. Responds to suggestions for improvement in a positive manner.
5. Maintains professional appearance.
6. Mentally alert and physically able to perform job functions.
7. Provide for the care and protection of school district property.

Professional Effectiveness

8. Manifest support for and compliance with the philosophy, objectives, policies, and procedures of GISD.
9. Demonstrate an interest in acquiring new skills and knowledge.
10. Seek professional growth through continuing education and staff developments.
11. Perform other duties as assigned.

Essential Duties and Responsibilities

12. Ensure facility is operational and functional daily.
13. Ensure facility is clean and well maintained.

14. Coordinate the day custodial objectives with Maintenance department.
15. Ensure facility equipment is functional and operational.
16. Coordinate with Maintenance for needed repairs.
17. Coordinate with Security for building issues.
18. Coordinate with Risk Management for building safety.
19. Coordinate with Facilities with work orders and projects.
20. Perform inspections of facilities for preventative maintenance measures.
21. Ensure building supplies are maintained and ordered as needed.
22. Coordinate with third party vendors for services and supplies for the facility.
23. Coordinate with day custodian to ensure consistent delivery/pick-up package service for the facility.
24. Provide daily building schedule of events.
25. Provide any audio visual equipment, set-up, assistance, training and clean-up for meetings.
26. Ensure meeting schedules are kept and monitored in conjunction with building calendar.
27. Prepare billing summary for each month of meeting services. Prepare billings for each department and entity.
28. Oversee invoicing of third-party clients.
29. Provide monthly summary reports of building activity.
30. Prepare annual budget of Meeting Services.
31. Coordinate with Security and Maintenance for after-hours access and operation of building.
32. Perform other additional duties or responsibilities as assigned.

Supervisory Responsibilities:

Custodians

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15 - 44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.