

**Jordan School District  
CLASSIFIED JOB DESCRIPTION**

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| <b>Job Title:</b> Facility Capital Outlay Senior (W13)  | <b>Job Family:</b> 08      |
| <b>Department:</b> Facility Services  | <b>Lane Placement:</b> 10  |
| <b>Supervisor's Title:</b> Director of Facility Services & Staff Asst.                                      | <b>Contract:</b> 245 Days  |
| <b>FLSA Classification:</b> <u>Non-Exempt</u>   | <b>Hours per Day:</b> 8    |
| <b>Department Approval:</b> <u>[Signature]</u>  | <b>Date:</b> <u>7-1-15</u> |
| <b>ADA Review:</b> <u>[Signature]</u>   | <b>Date:</b> <u>7-2-15</u> |
| <b>Human Resource Approval:</b> <u>[Signature]</u>  | <b>Date:</b> <u>7-1-15</u> |
| <b>Superintendent Approval:</b> <u>[Signature]</u>  | <b>Date:</b> <u>7/7/15</u> |
| <b>Original date:</b> <u>07/12</u> <b>Revised:</b> <u>07/15</u> <b>Revised:</b> _____ <b>Revised:</b> _____ |                            |

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services, staff assistant and assigned coordinator, the **Facility Capital Outlay Senior** is responsible for planning, scheduling and assigning on-going maintenance and capital projects throughout the District.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Plan, coordinate and schedule new installations, maintenance, repair and remodeling of District facilities. Coordinate with other trades and contractors to ensure project progression and completion.
- Ensure compliance with all National, State and local building codes.
- Responsible for the inspection of work projects to assure completion and quality craftsmanship by facilities and outside personnel.
- Provide estimates of project applications and costs as required.
- Participate in trade staffing level justification, forecasting and budget projections and tracking. Provide input concerning equipment purchases.
- Extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators.
- Evaluate facilities emergencies and determine an appropriate response.
- Provide day to day direction to facilities personnel as assigned and assist in solving personnel problems.
- Prioritize tasks and activities on assigned projects.
- Prepare bid documents and specifications involving the purchasing process.
- Provide support services to all facilities areas as needed.
- Required to attend scheduled training and departmental meetings.
- Shift work or on-call duties may be required.
- Will be called to respond to facilities emergencies as required.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires six (6) years of successful work experience in facility maintenance/construction or related field or an equivalent combination of education and experience.
- Successful supervisory experience preferred.
- The completion of formal accredited classroom training or apprenticeship appropriate in a related trade is preferred.
- Requires thorough knowledge of Federal, State and local regulations regarding facility use and operations, ADA, asbestos, fire safety, etc.
- Requires ability to read and interpret blueprints and plan specifications.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal and organization skills. Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.
- Requires a valid Utah Driver License.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Requires use of office equipment, including computers and other electronic devices.
- Ladders, lifts and trade specific tools as needed.

**Physical Requirements – Not limited to the following:**

- Frequent sitting (up to 8 hours continuous).
- Occasional standing, climbing ladders, awkward reaches, working in confined spaces, stooping, sustained bending, kneeling and balancing while walking on uneven surfaces at job sites.
- Occasional awkward carry of ladders up to 15 pounds.
- Activities may involve outdoor work in all weather conditions.
- Must endure many interruptions. Will experience pressure and stress to meet deadlines.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.