

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Systems Technician (W94)	Job Family: 08
Department: Facility Services	Lane Placement: 10
Supervisor's Title: Dir. Facility Services and ASB Staff Asst.	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Original date: <u>05/13</u> Revised: <u>07/15</u> Revised: <u>10/19</u>	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Facility Services, ASB Staff Assistant and Facility Security Coordinator, the **Facility Systems Technician** has oversight and coordination responsibilities related to technology and systems necessary to support Facility Services. The incumbent also serves as the department professional development / technology trainer.

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

ESSENTIAL FUNCTIONS

- Manage and coordinate technology systems and functions that support facility operations (e.g. facility scheduling software, card access, cell phones, etc.).
- Responsible for assisting with the set-up, programming and managing of the District-wide facility access control system which includes:
 - Network all security systems between the server and the monitoring stations.
 - Coordinate with alarm technicians and responders regarding security, fire, CCTV.
 - Enter and maintain large amounts of data (e.g. building access, various authority levels, time zones, etc.).
 - Create and maintain badges for use and system tracking. Photograph employees.
 - Work with school personnel to ensure compliance with District security and safe schools policies and procedures.
 - Coordinate with facility scheduling in programming doors and card access for community rentals. May respond to alarm calls.
 - Coordinate with school administrators, administrative assistants and custodians to update and maintain individual school door schedules.
- Coordinate the day-to-day implementation, use and maintenance of the District card access system used to assign, monitor, route and report on employee card access and building door schedules which includes:
 - Assist system vendor in design and implementation of current portals. Develop and implement additional portals at the request of the administration
 - Monitor and maintain individual accounts for employees at both the District and school levels.
 - Provide software support, troubleshooting and training for employees who use the system.
- May assist in managing, supporting and troubleshooting District issued cell phones for Auxiliary Services departments.
- Identify and initiate resolutions to customer problems and concerns associated with applications, computer equipment, hardware and software, door access and employee badges.
- Identify recurring or potential problems and recommend procedures and controls for prevention. Investigate alternative solutions to expedite problem resolution.
- Coordinate the collection, analysis and reporting of data from various sources for facility operations. Assist in the development of recommended procedures and provide instruction, direction and follow-up.
- Analyze the training needs of department system users and provide quality individual and group training. Conduct regular in-service training and professional development for department and District personnel.
- May travel throughout the District to assigned schools using District or own transportation.

- Develop strategies for the effective flow of data to and from various groups.
- Analyze and support application development and technology requests.
- Provide critical technology support for Auxiliary Services personnel.
- Incumbent may be contacted outside of work hours for emergencies.
- Assist in the development of both short and long-term facility operations and safety planning.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Responsible to establish and maintain strong working relationships with school and District personnel, patrons, contractors, consultants and suppliers.
- This position requires punctual and regular daily attendance at assigned work location.

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.
- An Associate's degree in computer science, information technology or related preferred. Requires four (4) years job-related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires a valid Utah driver license and must pass new hire and random drug tests.
- Must have excellent communication both oral and written, and interpersonal skills working with school personnel, and patrons of the District.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems in the best interest of the District.
- Must be a team player. Incumbent will work with other staff members to draw upon their mutual knowledge and experience to address issues.
- Requires effective interpersonal skills to interact with individuals and groups at all organizational levels.
- Knowledge of computer systems and office software and hardware.
- Ability to troubleshoot and operate computer systems and peripheral equipment.
- Ability to train other staff in the use of system software.
- Requires technical knowledge at the expert level to assist personnel and evaluate their needs.
- Requires ability to manage multiple projects.
- 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:

- Office equipment and computer hardware, software and peripherals.
- Drives a District vehicle for transportation to various buildings.

Physical Requirements – Not limited to the following:

- Constant sitting and frequent hearing and talking.

- 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.*