

Jordan School District  
**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

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Job Title: <b>Technology and Education Specialist</b>	Job Family: 04
Department: Custodial / Energy Services	Lane Placement: 12
Supervisor's Title: Director of Custodial / Energy Services	Contract: 245 Days
FLSA Classification: _____ Non-Exempt _____	Hours per Day: 8
Original date: <u>09/22</u> Revised: _____ Revised: _____ Revised: _____	

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### **GENERAL FUNCTION**

Under the direction of the Director of Custodial/Energy, the **Technology and Education Specialist** will provide leadership and education regarding custodial and energy related topics and needs throughout the District. Will develop, update and maintain Incident Command maps, custodial and energy educational training videos, the custodial web page, building inspection software and custodial equipment check in/out. Responsible for reporting energy usage and overseeing energy inspections of District buildings. Will focus on reducing operation and maintenance costs through providing continual training/education videos to custodial staff in areas of preventative maintenance, energy usage, budgeting, inventory management, personal and building Health/safety. The specialist will work with Teaching and Learning specialists to establish energy related classroom material and to develop learning resources for literacy and non-native English speaking custodial staff.

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

### **ESSENTIAL FUNCTIONS**

- Create and update effective training modules (video, written or other format) for custodial classes (Apprenticeship program, Jordan Custodial Operating System (JCOS), etc.), Incident command, energy management, preventive maintenance, IPM, OSHA Hazardous Waste Operations (HAZWOPER), energy conservation and emergency response.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media.
- Assist the director with the use, maintenance and training of custodians in departmental software to include CAD for Incident command maps, Vector for BEPR, Energy usage software, Skyward, Frontline, and software used for work orders and HVAC or lighting adjustments.
- Work with interpreters to translate custodial trainings into other relevant languages.
- Collaborate with Teaching and Learning personnel to develop and establish classroom curriculum and age appropriate training videos and activities to assist in reducing energy costs.
- Establish and oversee an Energy Advisory Committee comprised of District employees from various departments and schools to review the potential impact of recommendations for energy improvement programs.
- Establish and oversee the District utility usage committee for the purpose of developing and recommending energy conservation policy and procedures.
- Design and develop Custodial/Energy report(s) and a reporting dashboard for utility information to be used by administration and the Board.
- Collaborate with employees in Custodial and other departments in a cooperative, positive and professional manner.
- Design, supervise and monitor the inspections of District properties to ensure utility conservation and inventory management practices are implemented.
- Provide input into determining technology development and/or maintenance needs and priorities. Also, provide input into both short and long-term technology planning for Custodial & Energy.
- Provide leadership and direction in matters pertaining to energy and water conservation programs within the District.
- Serve as a liaison between the District and utility companies. Collaborate with utility companies to enhance conservation opportunities and to research financial savings to the District.

- Assist the director with addressing confidential personnel issues, conducting interviews and providing input into performance evaluations. Assist in recruiting effort through attending job fairs, providing ads, videos on web and social media sites.
- Travel throughout the District driving a District vehicle. Required to inspect and perform maintenance on the vehicle as required.
- Coordinate all data to be collected and calculated for monthly reports, reflecting the JCOS program progress. Set goals and establish necessary training to meet District guidelines in the JCOS program regarding grounds and preventive maintenance of building equipment.
- Keep up to date on current policy and law changes in order to recommend curriculum changes, as needed.
- Assist with the utility budget and energy capital outlay budget.
- 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 a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in computer science, communications, videography, information management or related field PLUS three years of work related experience with demonstrated competence, or an equivalent combination of education and experience. Bachelor's degree in a related field preferred.
- Must complete the following custodial certifications or courses within one year of being hired in this position; 1. JCOS Basic; 2. JCOS Management; 3. IICRC's Carpet cleaning Technician; 4. Water restoration Technician; 5. State of Utah's Certified Swimming Pool Operator; 6. 10 hour OSHA.
- Require knowledge of custodial/facility operations and energy management. Certifications in facility or energy management preferred (i.e. IFMA Facility manager Certification, AEE Certified Energy Manager.)
- Requires knowledge of operating systems currently in use in the Jordan School District's Custodial and Facilities Departments (i.e. Skyward, Frontline, Vector, Safeschools, Energy Manager, Sprocket, EcoStruxure IT, Douglas Lighting Controls and CAD software).
- Must keep up-to-date on changes with Federal and State agencies (e.g. OSHA, Risk Management, Division of Air Quality and the Board of Health) in order to ensure custodial department compliance with these laws.
- Requires effective interpersonal and people skills. Will have significant interaction with all levels of employees within the District, including the Board, administration, custodian, administrative assistants and sweepers, as well as external vendors, other districts, businesses, etc.
- Requires ability to work under stress to meet deadlines, school openings, teaching and presentations.
- Requires understanding of the JCOS Program, including budgets, inventory management, and Building Progress Evaluation Reports.

- Ability to effectively communicate verbally and in writing. Bilingual abilities preferred.
- Requires ability to manage multiple projects.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- 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:**

- Standard office equipment
- Tools, equipment and machines specific to Custodial / Energy Services.
- Operates District or personal vehicle for occasional inter-District or local travel.

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

- While performing the duties of this job, the Technology and Education Specialist is regularly required to speak and/or hear.
- The Technology and Education Specialist is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.
- While performing the duties of this position, the employee physical requirements may vary widely from days of sitting or bending to some climbing ladders to roof top units.

- 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.*