



Classification Title: Facilities Specialist

Department:	Facilities	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	24
Supervision Received From:	Administrative Coordinator, Facilities	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs routine to complex administrative support and facilities communications functions in the Facilities department; creates and maintains department-specific tracking systems, reports, records and files required for work processes including coordination of District vehicles and dispatching trades personnel; assists in budget monitoring; oversees emergency requests for service; may oversee the work of student workers and provides lead-level guidance to lower-level support staff.

DISTINGUISHING CHARACTERISTICS.

The Facilities Specialist performs specialized facilities program administration duties requiring advanced administrative support knowledge.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Receives emergency and non-emergency requests for facilities and grounds maintenance via phone and email; determines nature and priority of calls; logs requests for service; assigns work orders to appropriate Facilities trades personnel using radio, email or work order tracking system; responds to alarms and alerts from facility fire system.
2. Maintains District access control and security systems for buildings and facilities; approves access cards and key requests and establishes access entry levels for employees, vendors and contractors; maintains logs of keys and access cards; provides access entry reports; locks down rooms in emergency situations.
3. Creates and maintains District vehicle driver files, log books, medical records and certificates; authorizes/denies drivers; maintains training program files, including driver records, evaluations and performance standards; ensures files are maintained in compliance with Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) regulations; prepares informational and statistical reports.
4. Coordinates maintenance and repair for the vehicle pool fleet; determines warranty coverage on individual vehicles and equipment; tracks and dispatches warranty repairs; creates and maintains records of inspections, work history on each vehicle including repairs completed and time worked; ensures files are maintained in compliance with DMV and CHP regulations; completes vehicle registration and compliance reports; prepares informational and statistical reports.
5. Provides clerical and administrative support to assigned Facilities supervisors and administrators; using standard office software, composes and/or types memoranda, correspondence, reports, agreements, contracts, presentations,

spreadsheets, forms and other documents, often of a sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to phone calls, correspondence and email inquiries regarding a variety of department or program matters.

6. Organizes, maintains and updates standard and confidential, specialized and technical files, documents and records including work order tracking, insurance, and regulatory and program-related reports; performs basic research; develops, tracks, analyzes and reports administrative processes, metrics and documents; creates and maintains electronic and physical filing systems.
7. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including routing for signatures and compiling complex detailed documentation; processes, scans and routes invoices for payment; calculates budget usage and fund percentages; tracks multiple funding sources; maintains separate budget and expense tracking programs based on funding sources; runs general budget reports through spreadsheets and financial systems and calculates budgets based on fiscal cycles of the District and funding sources; prepares and processes expense-related forms including travel requests and reimbursements, petty cash and expense reports; reconciles credit card statements.

Marginal Functions:

1. Provides backup for other department administrative support staff.
2. Maintains and updates department or program website.
3. Maintains and orders office supplies, materials and equipment.
4. Contacts Palomar College Police Department or custodial staff as needed.
5. May provide guidance and direction in the work of lower-level staff and student workers, including assigning work to lower-level employees and ensuring completeness, accuracy and conformance with District standards.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible clerical and secretarial experience.

Education/Training: Equivalent to completion of the twelfth grade.

Preferred Qualifications:

1. Clerical and secretarial experience, preferably involving frequent public or student contact.
2. Completion of college-level coursework from an accredited college or university.

Knowledge of:

1. Office administration practices and procedures.
2. Proper operation and care of radio and telephone equipment and operational characteristics of emergency communication system equipment.
3. Basic knowledge of access control and closed-circuit television (CCTV) systems hardware, software and operations.

4. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
5. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
6. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
7. Basic research methods and data analysis techniques.
8. Federal, state and local laws, regulations and court decisions governing area of assignment.
9. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
10. Modern office practices, procedures and equipment including computers and applicable software programs.
11. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Assigning and inspecting the work of student workers and lower-level staff.
2. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
3. Reaching sound decisions in accordance with District policies and procedures.
4. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
5. Assisting in preparing and monitoring a program or department budget.
6. Tracking statistical information utilizing complex spreadsheets and databases.
7. Communicating clearly and effectively, both orally and in writing.
8. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
9. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
10. Organizing and maintaining specialized files.
11. Maintaining confidentiality of student files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; and repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.