

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Facilities Technician
Job Description
May 2018

Reports to: Director of Maintenance
Term: 226 Days
Status: Nonexempt

Primary Purpose: Assist with all matters of project management. Specific duties to include documentation of project progress, creating daily reports, and general project inspections. The Facilities Technician will also assist with technology related areas.

Qualifications:

Education/Certification:

High school diploma or GED

Experience:

2-4 years of related experience

Special Knowledge/Skills:

Use independent judgment.
Understand, interpret, and apply rules and written directions to specific situations.
Make clear and comprehensive reports and keep complex records.
Learn and utilize new and current technologies.
Read and interpret enrollment projections and other environmental reports
Utilize geographic information system.
Communicate effectively using correct pronunciation and grammar.
Establish and maintain cooperative working relationships.
Make arithmetic calculations accurately.
Maintain confidentiality of privileged information.
Work under pressure, meet deadlines, and establish priorities.

Major Responsibilities and Duties:

1. Provide technical assistance to the Director of Facilities.
2. Plan, organize and coordinate a variety of office functions and activities.
3. Prioritize and schedule duties and assignments to assure efficiency and to meet established time lines.
4. Provide school sites with information and assistance as requested.
5. Perform research, analysis, and evaluate policies for Facilities planning and construction.

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6. Consults with and advise the District on strategies for implementation of policies and procedures.
7. Assist in preparation of bid documents, legal documents, and contract documents.
8. Complete technical special projects accurately and on schedule.
9. Inspect facilities, systems and their components to ensure safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
10. Install system component parts, classroom and office equipment and facility components (e.g. glass, floors, electrical appliances, partitions, etc.) to maintain facilities in a safe, comfortable and operating condition.
11. Prepares documents and activity reports (e.g. purchase requests, work orders, etc.) for the purpose of providing written support and/or conveying information.
12. Repairs various items, systems and/or components requiring skills of maintenance trades (e.g. electrical, plumbing, electronics, painting, construction, etc.) to ensure that items are available and in safe working condition.
13. Responds to emergency situations to resolve immediate safety concerns.
14. Perform other duties as required.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Office/school environment.

Subject to frequent interruptions.

Subject to driving a vehicle to conduct work.

May need to provide own vehicle for traveling from site to site.

Visual acuity to inspect records and reports.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate standard office equipment.

Bending, stooping, and squatting.

Climbing on step stools or step ladders.

Gripping and grasping.

Light work: Lifting, carrying, pushing, and/or pulling up to approximately 25 pounds.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____