

Carroll Independent School District

Job Description

JOB TITLE: Facilities Support Specialist

Pay Grade: OA3

Employment Days: 260

Supervisor: Facilities Coordinator

Department: Facilities Services

Wage/Hour Status: Non-exempt

MISSION:

Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:

This position will aid in creating a learning environment that inspires success and responsibility and requires effective interfacing with all Carroll ISD personnel and community members. This position will assist maintenance, grounds and custodial personnel assigned to ensure facility is clean, safe and in serviceable condition.

QUALIFICATIONS:

- Effective interpersonal skills.
- Excellent oral and written communication skills.
- Minimum five year experience in maintenance or custodial services.
- Proven understanding of proper cleaning techniques, equipment, tools, and routines.
- Ability to sustain self-motivation to accomplish assigned task
- Use and knowledge of both powered / non-power equipment

MAJOR RESPONSIBILITIES:

- Ensure cleanliness, support maintenance and grounds readiness for campus instruction and learning.
- Assist with moves / set-ups, cafeteria lunch set-up, and special events
- Remove / replace light bulbs, ceiling tiles, base cove, drywall, flooring surfaces
- Conduct basic plumbing needs and assist with emergency plumbing issues
- Conduct minor paint repair of wall surfaces, trims, and other painted surfaces
- Conduct minor maintenance throughout assigned campus
- Assist in the repair of custodial equipment
- Inspect facilities daily to insure quality and safety.
- Assist in delivering adequate supplies and chemicals for usage by the Custodial department.
- Monitor, complete and submit work-orders.
- Insure all facilities are secured.
- Communicate frequently with school administrators about facility needs.
- Assist with special events and extracurricular activities to insure cleanliness and readiness.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Maintain a professional level of confidentiality regarding all district matters.
- Uphold and adhere to departmental policies and procedures and safety rules.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED:

Per the Director of Facilities

MENTAL DEMANDS:

This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

This position will require approximately 25% walking; 50 % standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY : _____ DATE: _____
(Director of Personnel)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administrative Services)

Date Created: 7/2003	Date(s) Revised: 2/2016
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