



JOB DESCRIPTION

JOB TITLE:	Facilities Technician
DEPARTMENT:	Facilities
REPORTS TO:	Facilities Manager
STATUS:	Non-Exempt

SUMMARY

The Facilities Technician is responsible for the overall hands-on maintenance of SJB Child Development Centers.

DUTIES AND RESPONSIBILITIES

- Maintain SJB facilities (exterior and interior) to include heating, air conditioning, plumbing, landscape maintenance, janitorial upkeep, I.T. related equipment, etc.
- Coordinate and supervise all aspects of interior facility set-up, tear-down, move/relocation, equipment and furniture requests (i.e., cubicle walls, desktops, etc.), interpreting building blueprints and planning layouts to appropriately accommodate all personnel.
- Coordinate all aspects of the SJB interior and exterior facility maintenance. This includes acting as primary liaison with outside companies and vendors to open, review, negotiate and approve bids for service contracts (i.e., painting, grounds keeping, parking lot. HVAC, plumbing, electrical, etc.) as well as to enforce contracts and request emergency service or repairs (i.e. flooding, etc.).
- Establishes and schedule periodic maintenance contracts (i.e., floor and window cleaning, elevator inspections, fire extinguisher inspections, HVAC maintenance, etc.).
- Review and approve proposals _ Rev. that are within designated approval parameters and issue purchase order.
- Maintain documentation records for all repair and maintenance issues.
- Partner with Facilities Manager to create and maintain a budget.
- Be available 24/7 for emergencies with building and alarm system.
- Other duties as assigned by the Facilities Manager or Program Director.

HEALTH AND SAFETY

- Report safety hazards and injuries immediately and ensure proper paperwork is completed in a timely manner.
- Use equipment and materials in a safe and acceptable manner.
- Conduct regular facility inspections and escalate any safety concerns.

- Schedule and oversee annual inspections of fire alarms, smoke detectors, fire extinguishers, elevators, HVAC, etc.
- Mandated to report suspected child abuse.

SKILLS AND ABILITIES

- Strong organization skills
- Ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.
- Knowledge of methods and equipment used in facility maintenance, repair, grounds keeping and landscape management.
- Basic knowledge of HVAC, plumbing, electrical repair and maintenance.
- Skill in maintaining accurate and thorough reports and records.
- Organized, creative, independent, self-motivated, enthusiastic, dependable, detail oriented, flexible in scheduling based and prioritization, and driven by excellence.
- Basic knowledge of office administration including, office machines and equipment, and computer software such as Word, Excel, Publisher, Outlook (email & calendar)
- Interact professionally and effectively through daily verbal and written communication with all professional contacts with emphasis on SJB interests.
- Must present a neat, professional appearance.
- Ability to read and write English.
- Reliable Transportation.
- Respect diversity and embrace working with multi-cultural communities.

EDUCATION AND EXPERIENCE

- Must be at least 18 years of age.
- Must have a minimum of 1 year related experience.
- Must be in good health as verified by a current health screening, including a test for tuberculosis performed under the supervision of a physician not more than one year prior to employment.
- Proof of up-to-date immunization records to include but not limited to measles, pertussis, tuberculosis and influenza (annual).
- Must be able to pass a fingerprint clearance, criminal record, Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) clearance and Child Abuse Central Index Check prior to employment.
- Must possess California Driver's License and meet minimum insurance requirements for personal vehicle and have a driving record which meets the standards set forth in Administrative Regulation 4532 and 4533. If current auto insurance has a "Business Use Exclusion" it will need to be removed from your policy.
- Current pediatric CPR and First Aid certificate from an approved vendor required.
- Completion of Mandated Reporter Training as per Assembly Bill 1207. Must be completed every 2 years.
- Bilingual/Biliterate a plus.

The above is intended to describe the duties and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee will initially be assigned to sites, but their assignment may change from time to time without notice, as all employees are expected to work where needed without dedication to specific locations. Employees may be assigned to locations for an extended period of time, which does not guarantee them those locations on an ongoing basis. This position must act as an On- Call liaison for all emergencies on a 24- hour basis. Weekend shifts are an expectation of the position.

This agreement does not affect your "at-will" employment with SJB Child Development Centers. "At-will" meaning separation with or without notice for any reason not prohibited by law can be initiated by either party.