

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>JOB TITLE:</b>	Facility Services Facilitator	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Assigned Facility Manager	<b>PAY GRADE:</b>	801
<b>DEPT./SCHOOL:</b>	Facility Services	<b>DATE REVISED:</b>	01/04/24

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**PRIMARY PURPOSE:**

In support of the district's educational mission, the Facility Services Facilitator is responsible for the effective leadership, direction, and facilitating the Facility Services Technicians.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or equivalent

Valid Texas Driver's license

Driving record that is insurable with PISD insurance carrier

**Special Knowledge/Skills:**

Ability to communicate well and interact with all individuals in a courteous and positive manner. Strong organization, communication and interpersonal skills.

Knowledge of computers, word-processing, and spreadsheets.

Ability to speak clearly, concisely and effectively, and to listen to and understand information and ideas as presented in writing.

Ability to deal with people in a manner which shows sensitivity, tact and professionalism. Ability to direct others and lead the organization to accomplish established goals and objectives. Exercise initiative and judgment and make decisions within the scope of assigned authority.

Willingness to execute written employment contract with Plano ISD.

**EXPERIENCE:**

Minimum of eight years of experience in maintenance operations of facility services. MEP and Structural Trade supervisory experience preferred.

**MAJOR RESPONSIBILITIES AND DUTIES:**

Coordinating the workflow of assigned technicians to ensure efficient operation and timely completion of daily tasks.

Ensure that technicians have adequate tools, supplies, and materials to perform the required work.

Inspect work as necessary to ensure that it meets established standards. Ensure technicians work safely and comply with all district safety rules.

Establish goals and objectives; monitor and measure progress on an on-going basis.

Assist in the planning of district projects – both in-house and with outside vendors. Contact awarded district vendors for contracted services projects when needed.

Provide adequate instruction and direction to ensure the assigned work will be completed as requested by both technicians and outside vendors.

Coordinate with department management on monitoring work order assignment and ensure that response to work orders are completed in a timely and successful manner.

Actively support an environment of teamwork, cooperation, performance excellence, and personal success.

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors. Follow attendance policy as assigned by the Supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

**WORKING CONDITIONS:****Mental Demands:**

Ability to implement, schedule and supervise the work of employees of several trades which are responsible for equipment and facility repair and maintenance.

Analyze, develop, revise and improve upon programs, methods and procedures.

Manage several simultaneous assignments with close attention to schedules and deadlines.

Plan, organize and supervise the work of personnel. Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**Physical Demands/Environmental Factors:**

Frequent districtwide and / or statewide travel; occasional prolonged and irregular hours. Work with frequent interruptions.

Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions.

Occasional lifting up to 50 pounds. Ability to conduct on-site inspections of all maintenance facilities and construction projects.

**ACKNOWLEDGEMENT:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 01/4/2024

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_