

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title	Facility Services Facilitator	Wage/Hour Status:	Exempt
Reports To:	Assigned Facility Manager	Pay Range:	801
Dept./School:	Facility Services	Date Revised:	8/24/2023

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:

Excellent leadership skills with a team mentality to enhance team productivity and standards of the work produced

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 interact with people in a manner that 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

Experience:

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

Major Responsibilities and Duties:

Coordinate the workflow of assigned technicians to insure efficient operation and timely completion of daily tasks

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

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Inspect work as necessary to ensure that it meets established standard

Ensure technicians work safely and comply with all district safety rules

Establish goals and objectives; monitors and measures 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 insure 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 supervisor

Follow attendance policy as assigned by supervisor

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

Working Conditions:

Mental Demands:

Conduct on-site inspections of all maintenance facilities and construction projects; implement, schedule and supervise the work of employees of several trades with 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, 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.

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:** 1/12/2024

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:** _____