I. **Position Title**
Facilities Technician

II. **Position Description**
Under the direction of the Director of Facilities Planning and Development, to provide specialized assistance in the support of the District’s Facilities Planning and Development Program which includes land acquisition, new construction, modernization, and reconstruction and to do related work as may be required.

III. **Examples of Duties/Responsibilities**
- Completes and submits State Allocation Board (SAB) forms within required timelines; receives and logs SAB approvals; submits amended forms to update data and maintain eligibility with SAB; answers questions on the classification and processing of documents of SAB projects. *(E)*
- Maintains inventory of 1A diagrams of district facilities using CAD system. *(E)*
- Assists in preparing and maintaining project budgets and expenditure reports consistent with the state building program reporting requirements.
- Attends project planning/construction site visit meetings.
- Responds and assists in preparation of notices of exemption, negative declarations, and other environmental California Environmental Quality Act (CEQA) documents and files with appropriate state and county agencies. *(E)*
- Assists with preparation of the district facilities master plan.
- Prepares maps, notices, public information documents, information pieces, and other project/department correspondence. *(E)*
- Assists with the district’s Facilities Department Civic Center Act program process and procedures.
- Assists with the district’s Facilities Department Capital Facilities impact fees and community facilities district processes and procedures.
- Maintains and updates the district school construction program data base; composes and provides spreadsheets for administrative analysis and review. *(E)*
- Catalogs preliminary and final architectural plans and ensures their appropriate distribution to state agencies and private firms for review and corroborative action. *(E)*
- Assists, verifies, and catalogs escrow and appraisal information.
- Obtains land use and property data from county records for inclusion in reports to the state.
- Maintains reports and records on district facilities and construction projects. *(E)*
- Conducts surveys in the district, written and telephonic, on short- and long-range planning and projections.
- Performs related duties as may be required.

*(E) – Essential*
IV. **Minimum Qualifications**

**Knowledge of:**
- Applicable federal, state, county, local planning, and development laws.
- Title 5 and Education Code related to school facilities.
- Current changes in legislation, School Facilities Program (SFP) regulations, court cases, or related action.
- Applicable National Environmental Policy Act (NEPA) and CEQA statutes, laws, rules, and procedures.
- State Allocation Board programs and forms.
- Escrow procedures and authorizations; appraisal information and procedures.
- Interpretation of maps, enrollment projections, and other environmental reports.
- Statistical and research methods as to the collection, analysis, and presentation of data on school student generation and enrollments.
- School planning theory and methods.
- School facilities construction and bidding process.

**Ability to:**
- 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.

**Education and Experience**
- Education: Graduation from high school or equivalent; **AND**
  - Bachelor’s degree with a major in educational facilities planning, city planning, architecture or a related field, or four (4) years’ experience in facilities planning, architecture, city planning, or a related field.

**License and Certificates**
- Possession of a valid California Driver’s License and a driving record insurable to district standards.

V. **Working Conditions**

**Environment:**
- 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.

**Physical Abilities:**
- 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.

CSEA Negotiations: 04.07.16, 04.22.16
Board Approval: 09.13.16