



JOB DESCRIPTION

Title: Facilities & Technology Specialist
FLSA Status: Nonexempt
Reports to: Business Manager
Supervises: Custodians
Date: July 2021

POSITION SUMMARY:

Under general direction, the Facilities & Technology Specialist is responsible for managing the facilities maintenance and information technology (IT) of the school campus.

The Facilities & Technology Specialist is critical to the successful management of the facilities; including janitorial services, preventive maintenance, and landscaping; as well as recommends, plans, and executes site changes. Oversees and plans annual facility spending for office services, building and grounds maintenance, and facilities expansion or improvement projects. Maintains safety program for all members of facilities; complete with all safety checks on equipment systems.

The Facilities & Technology Specialist will assist staff and students in integrating appropriate and innovative technologies to support, enhance, and extend learning. Supports monitoring the school's computer systems, assess and troubleshoot errors, and ensure successful updates. Maintains and improves the technical systems to ensure all employees have the technology they need to complete their work and the organization's important files and information remain safe and intact.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

Facilities:

- Responsible for inventory management of all supplies, materials, and equipment, including all furniture and keys.
- Ensures campus safety with regards to the facility.
- Complies with all of Escuela Popular's policies, procedures, and quality standards as well as safety and environmental regulations.
- Ensures facilities are in good repair and provide a safe environment.
- Oversees all third-party vendors (e.g. landscaping, pest control, alarm system, etc.).
- Point of contact for Integrated Pest Management System.
- Responsible for updating the Asbestos Management Plan.
- Maintains cleaning guidelines for custodians.
- Manages the fire, safety, and security systems.
- Solicits, reviews, and negotiates bids for repair and projects.
- Maintains the inventory of tools and supplies for custodial, maintenance, and emergency preparedness.



- Works with the Business Manager in the management of construction, renovations, and maintenance operations and projects.
- Recommends, plans, and executes site space-plan changes.
- Oversees and plans annual facility spending for office services, building grounds maintenance, and facility expansion or improvement projects.
- Plans, organizes, schedules, and directs the design, maintenance, construction, renovation, and repair of organization facilities.
- Monitors and inspects all buildings and equipment to ensure that utility systems are fully operational and that preventive maintenance schedules are being followed.
- Prepares cost estimates for building renovation or space allocations.
- Evaluates completed work and checks for conformance to specifications.
- Ensures proper care in the use of maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Responsible for developing and maintaining an efficient and productive Facilities Management Plan.
- Main point of contact and responsible for facilities maintenance.
- Collaborates with Campus Security, in managing facilities-related needs and requests, including meeting with vendors and handling facilities emergencies. If emergencies arise after-hours, it will be handled by the supervisor.
- Researches, recommends, and implements non-instructional program cost savings/efficiencies.
- Responsible for scheduling facility use (internally) and rental (externally).
- Ensures compliance with all legal regulations (e.g. inspections, maintenance, etc.).
- Responds to urgent maintenance of facilities needs.
- Participates in emergency preparedness plans.
- Responds and follows up on facilities issues.
- Manages subcontractors for installations.
- Monitors repairs and maintenance duties related to electrical, mechanical, carpentry, plumbing, air-conditioning, painting, machine, and equipment. When applicable, performs repairs and maintenance.
- Performs setting-up and installation of all facility-related requirements for company-sponsored events, conferences, fairs, trade shows, etc. Ensures that the setting-up and installation are completed in a timely and efficient manner and in accordance with the specifications as detailed in the job request; as well as ensures proper and complete clean-up.
- Main point of contact for the security system vendor to troubleshoot and resolve issues, including security breaches.
- Collaborates with School Operations Coordinator on Student, Liability, and Property incident reports.

IT Support:

- Responsible for inventory management of all supplies, materials, and equipment, including all technology.
- Coordinates technology implementation (planning and training) in collaboration with ILs.
- Administers and manages all instructional software (e.g., NoRedInk, Newsela, Naiku, HeadSprout, Raz Kids-Learning A-Z, Benchmark-Advance, Benchmark-Adelante, etc.)



- Responsible for and/or oversees prompt responses to daily operational needs (e.g. landlines, cell phones, radios, projectors, copiers, printers, laptops, desktops, Chromebooks, iPads, keys, etc.).
- Serves as on-site IT contact, including managing IT assets, assisting staff with IT issues as able, and serving as the main touchpoint to IT contractors.
- Coordinates and collaborates with appropriate staff regarding PowerSchool data entry, data management, and report preparation.
- Provides technical support and guidance to staff and students and troubleshoots computer problems.
- Works collaboratively with Business Manager, Instructional Leaders, and Teachers to design, develop, and deliver educational technology initiatives that align with the mission of the school and the needs of the classroom.
- Provides technical support and vendor communication.
- Manages Chrome apps in the G Suite Admin Panel.
- Manages iPad apps in Mosyle.
- Manages and troubleshoot printers, computers, copiers, internet service, and stamp machines.
- Resets email passwords for students and staff.
- Manages school device inventory and ensures all staff signs a contract before receiving devices.
- Reviews diagnostics and assess the functionality and effectiveness of systems.
- Implements security measures.
- Installs and updates computer software and hardware as needed.
- Anticipates and reports the cost of replacing and updating computer items.
- Provides training in technology to staff and or students as needed.
- Maintains the 20 or more Chromebook carts.
- Maintains records/logs or repair, and fixes and maintenance schedule.
- Ensures electrical safety standards are met.
- Supports the day-to-day operations off of our computer network.
- Works with Supervisor and Directors in acquiring new technology consultants.
- Liaison between EP and Knowing Technologies (KT) for tier 3 technical issues.
- Maintains G Suite user database, including:
 - On/offboarding users
 - Update distribution groups
 - Update organizational units
- Manages classroom technology, including projectors, and document cameras.
- Walks teachers through basic application use, including G Suite applications (e.g. Google Classroom).

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.



- Bachelor of Arts degree from an accredited college or university with major course work in Business Management, Information Technology, or a closely related field. (Required)
- Minimum of three (3) years of increasingly responsible facilities school experience. (Required)
- Minimum of three (3) years of increasingly responsible technology experience. (Required)
- Bilingual in English and Spanish. (Required)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Health and safety regulations.
- Effective Project Management skills.
- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Publisher, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.

Ability to:

- Read, understand, follow, and enforce safety procedures.
- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.
- Exercise independent judgment in correcting data errors or omissions.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.



- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT

Employee work outdoors and indoors in a busy and occasionally noisy environment and in direct contact with other school personnel and the public as a member of a team or alone while working. Work environment involves some exposure to hazardous or physical risk, which requires following basic safety precautions.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.



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