



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: FACILITIES SUPPORT SPECIALIST

Department: Facilities

Location: Washington Service Center

Reports To: As Assigned

FLSA Status: Non Exempt

Bargaining Unit: Classified, OSEA

Compensation: Classified Salary Schedule, Range E

Work Days: 250 days per year

Prepared Date: 05/2023

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

This position provides support to the Facilities Administrator, including clerical support, coordination of general building maintenance and repair, and assisting in special projects to keep all NWRESD buildings safe and operational for staff, students, families, and customers. The position assists NWRESD staff with facilities needs so they are able to continue working with as little interruption as possible. The employee represents NWRESD in a professional and courteous manner.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent. One to three years' related experience and/or training; or equivalent combination of education and experience.
2. General knowledge of the operations and functions of the supported software and hardware systems.
3. Certificates as determined by the District, including a valid driver's license and a clean driving record for at least the last 3 years.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. **Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Keep supervisor apprised of work activities.
- B. Assist Facilities administrator in the coordination of facility maintenance and operations activities in NWRESD buildings and programs.
- C. Prepare contracts and necessary paperwork for work performed by contracted services.
- D. Process work orders and may facilitate solutions with supervisory approval. Prioritizes needs and responses. Respond to immediate safety and/or operational concerns (e.g.,

water leaks, fires, security alarms, etc.) and take appropriate action to resolve safety issues, upon notifying director.

- E. Monitor vehicle fleet performance and maintains all vehicles by securing purchase orders for service vendors and having vehicles certified and serviced as needed. Coordinate cleaning, service records, fuel, mileage, and driving requirements with appropriate program(s). Submit vehicle/transportation reports to ODE or other requesting agencies such as NWRES D insurance carrier as required.
- F. Coordinate with courier or designee the pick-up and delivery of materials and equipment to schools or other locations as needed. May request replacement or additional drivers as needed through the sub-calling system with supervisor approval.
- G. Maintain custodial and various agency-wide supplies for all counties; coordinate program supply orders to ensure timely delivery.
- H. Maintain vendor contacts.
- I. Initiate appropriate process(es) for each department to receive supplies, services, and special projects.
- J. Schedule appropriate maintenance and inspections of building systems and operations and tracks work, equipment, and historical data in database system.
- K. Assist with meeting room set up.
- L. This position may regularly perform some of the essential functions of Administrative Assistant position (take or transcribe minutes of meetings, prepare written correspondence, compile and maintain raw data for completion of reports and program records, processing requisitions for program staff, answer telephones, maintain calendars, utilize Word, Excel and Outlook daily).
- M. Maintain regular and consistent attendance and punctuality.
- N. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
- O. Perform other duties and responsibilities as assigned..

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities



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- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and Responsibilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).



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While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.