

LONG TERM FACILITIES MAINTENANCE SPECIALIST



Department:	Administrative Services
Reports To:	Senior Director of Administrative Services
Group/FLSA Status:	Program Specialist/Exempt
Revised:	4/25/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Long Term Facilities Maintenance Specialist provides regional Long Term Facilities Maintenance services to contracted school districts. The specialist assists districts in identifying, prioritizing, budgeting and scheduling Long Term Facility projects and in the identification of Health and Safety hazards. The specialist also provides information on revenue based on identified LTFM projects.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides LTFM advice on reporting requirements;
- Performs mock OSHA walk throughs for each building in each district once a year and provides report to district;
- Assists districts in identifying, prioritizing, budgeting, and scheduling Long Term Facility projects. Provides guidance on UFARS coding and eligibility for Long Term Facilities Maintenance projects. Provide assistance and increase district understanding of the LTFM 10 year budgeting process. Creates tools for districts to utilize in managing and tracking the 10 year process;
- Assists districts with mandatory reports related to LTFM;
- Works with MDE in the development and distribution of LTFM information;
- Provides regional technical support for areas of concern;
- Composes/types correspondence and reports and distributes to districts;
- Coordinates meetings and trainings as needed;
- Expands knowledge in regard to Long Term Facility Maintenance protocol and remains up-to-date on current requirements and methods;
- Coordinate/Research additional services within the scope of the Long Term Facilities Maintenance Program including any 3rd party negotiated contracts to provide applicable services;
- Liaison for regulatory agencies on behalf of subscribing members;
- Upon districts request available for any regulatory agency inspections or follow-ups, including on-site inspections;
- Provides input and direction to the Sr. Director of Administrative Services on fees and budget recommendations for Service Cooperative provided Long Term Facilities Maintenance Program;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Considerable knowledge of the principles and practices of OSHA and other regulatory agencies;
- In depth knowledge of LTFM regulatory agency requirements;
- In depth knowledge of projects eligible for LTFM funding;
- General knowledge of UFARS and accounting procedures;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures, policies, and/or precedents;
- Ability to apply fairly standard procedures;
- Ability to read and interpret basic workplace data;
- Ability to establish and maintain effective working relationships with school district staff, MDE, and other agencies;
- Ability to communicate effectively, both verbally and in writing, with school district staff, MDE, and other agencies;
- Ability to write clearly and concisely;
- Ability to use modern office equipment and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Associate's Degree and some experience in a job-related field OR equivalent combination of education, training, and experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- OSHA 501(c)(3) preferred.
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under regular supervision of Senior Director of Administrative Services.
- No supervisory responsibilities

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Considerable business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed year round.
- This is medium work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.