

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

FACILITIES SYSTEMS TECHNICIAN

Salary Range 20

BASIC FUNCTION:

Under the direction of the Director of Facilities Services, operates, monitors, supports, and coordinates maintenance contracts and tasks related to the systems operation, including the District energy management systems (EMS), fire alarm systems, irrigation control systems, access control system, Facilities Maintenance Management system and database, facilities electronic fire records, Fusion, facilities planning systems, and AutoCAD design application. Provides technical and procedural support to department staff on the use of assigned computer systems and applications. Performs other related duties as assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Operates, monitors, supports, and maintains Facilities services computer related systems, District Management systems, fire alarm systems, irrigation control systems and applications including, Maintenance Management systems, Fusion, Facilities Planning systems, AutoCAD, and Facilities Services electronic file records. Coordinates with the Information Technology Services (ITS) as necessary. (E)
- Performs data entry, maintains and monitors the Maintenance Management Facilities Work Request Order system.
- Under the direction of department supervision, assists in setting Preventive Maintenance (PM) inspection intervals of District equipment, systems, and facilities. Utilizes AMMS to complete repair calls, close completed calls, enter resolutions for calls and update calls according to college policies and procedures.
- Provides system direction and basic training to all users.
- Performs minor adjustments in energy management system, in coordination with HVAC personnel of heating and air conditioning in buildings; assists and supports the HVAC technicians in scheduling for buildings and conducting a variety of evaluations of the HVAC system to identify items for repair and maintenance. (E)
- Programs the EMS to operate the HVAC system in the most energy efficient manner. (E)
- Electronically monitors, using computer software, the operation of the District's EMS. (E)
- Previews and assesses the District's lighting systems to ensure energy efficiency. Continually investigates and makes recommendations for implementing new energy conservation measures. (E)
- Performs data entry and monitors the District's Access Control system; issues electronic access to district employees; and assists the locksmith with troubleshooting. (E)
- Operates and maintains multiple computer terminals, servers, and related software applications in coordination with ITS. (E)
- Performs assessments and inspections of department assigned computer hardware, applications, and related peripheral equipment and software programs as required; coordinates software repairs and updates with District IT department and applicable vendors to ensure system integrity, general safety and operation capability of equipment.(E)
- Performs standard adjustments in department assigned applications and software. (E)

- Assures basic operation systems connectivity between various computer systems in accordance with District IT standards and requirements. (E)
- Monitors operation of computer equipment and software applications to ensure proper execution; identifies operational and equipment discrepancies. (E)
- Assists departmental supervision in developing training and budget requirements for supporting the department systems, applications, and hardware. (E)
- Assists department employees in resolving computer application issues and investigates and reports discrepancies to District IT and applicable vendors.(E)
- Maintains a technical reference library for department and software support. (E)
- Maintains files of department computer applications to keep abreast of changes in software and hardware as they occur. (E)
- Operates a variety of computers and peripheral equipment including printers, scanners, data storage devices and telecommunications equipment. (E)
- Maintains effective communication with departmental supervision. Communicates issues and provides feedback regarding maintenance issues, facility/equipment opportunities, and outside service vendor performance. (E)
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Sufficient education, training and/or work experience to demonstrate possession of the following:

- High school diploma, supplemented by two years college-level course work in business, facilities, computer systems, or related field, **and** four years applied experience with automated EMS systems, and/or facilities-related computer systems, applications, and databases.
- An Associate's Degree in systems management, information systems, or a related field is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Ability to obtain Utility Cart training within the first 180 days in this classification.
- Ability to qualify for a valid forklift certificate within the first year in this classification.

KNOWLEDGE OF:

- Principles and basic operations of HVAC and irrigation systems.
- Principles and basic knowledge of facilities operations.
- Principles and basic operations of computer systems, applications and peripheral components.
- Basic computer application documentation techniques.
- Operating system and standard application programs employed on variety of computers, including Windows-based systems.

- Concepts of distributed computing and telecommunication.
- Techniques and practices in utilizing standard software applications including word processing, data base telecommunications, graphics, Internet, e-mail, energy management systems and spreadsheet software.
- Tools, equipment, and methods of repairing computers and related electronic and communications equipment.
- Basic record keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Operational policies and procedures related to Facilities Maintenance.
- Oral and written communication skills to include telephone and e-mail etiquette.
- Health, fire, and life safety rules and regulations.
- Basic knowledge of mechanical and electrical repair.

ABILITY TO:

- Perform technical functions in the operation of a variety of computer equipment and related software.
- Configure software to appropriate hardware.
- Plan, organize, and work independently with little direction.
- Perform basic diagnostic checks and take appropriate corrective action, in accordance with District IT standards.
- Establish and maintain cooperative and effective working relationships with others.
- Follow oral and written directions; communicate effectively with others.
- Establish and maintain connectivity between assigned networked computers as required by District procedures.
- Operate a District vehicle and observe legal and defensive driving practices.
- Learn new computer programs and applications as required.
- Maintain routine records.
- Use a computer for data entry and retrieval.

WORK DIRECTION, LEAD, AND SUPERVISORY RESPONSIBILITIES:

- Not applicable – no permanent full-time staff to supervise.

CONTACTS:

- Co-workers, other departmental staff, faculty, students, vendors, contractors, and the general public.

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing, lifting 50 lbs, bending and twisting.
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Tasks require extended periods of time at a keyboard.
- Requires the ability to maintain effective audio-visual discrimination and perception for communicating with others.

WORKING CONDITIONS:

- Work in a facilities office/computerized systems environment.