

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### FACILITY SUPPORT TECHNICIAN

Salary Range 14

#### **BASIC FUNCTION:**

Under the direction of the Director of Maintenance & Operations, manages the Energy Management, Access Control, District Contracts and Repair Request Systems; maintains the District information; provides technical and procedural support to department staff; provides work direction to student workers; performs other related duties as may be assigned.

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

- Perform technical work in the operation, control and programming of the District Energy Management System. (E)
- Manages and monitors Facilities Repair Request System. (E)
- Performs computer controlling of heating and air conditioning of buildings; programs schedules for buildings and troubleshoots which includes conducting a variety of tests; evaluates the situation and creates work orders for technician for repair and maintenance. (E)
- Manages Access Control data system software. (E)
- Operates a computer terminal and related software applications.
- Updates and maintain records of District facilities; maintains inventory and records.
- Performs technical work in the operation, control and programming of the District Energy Management & Access Control System. (E)
- Manages, programs and schedules heating and air conditioning of building; perform a variety of diagnostic tests; adjusts programming as necessary to compensate for equipment failure until repairs can be completed; evaluates the situation and makes recommendations to technician for repair and maintenance. (E)
- Coordinates, programs, and maintain the District's computerized access system; reviews, programs and issues electronic access to district employees. (E)
- Manages the District's contract under \$15,000; approves and coordinates Workers' Compensation, comprehensive General Liability, Property and Automotive coverage protecting the District liability exposure. (E)
- Processes purchase requisitions, purchase orders, requests for payment, various contracts, and determines appropriate method of processing and purchasing requirements in accordance with the policies and procedures of the District and various local and state public agencies; ensures proper departmental authorization and appropriateness of requested items or service; ensures timely and accurate preparation and distribution of approved purchase orders and requests for payments. (E)
- Coordinates and maintains the District's MSDS information. (E)
- Maintains the scheduling of records including those related to equipment, elevators, chemicals, vendors, contactors, preventative maintenance, work orders, purchases and other facilities-related records. (E)
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and supplemental college-level course work in computer operations, electrical trades or related field and two years experience in the electrical/electronics trades.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid driver's license.

**KNOWLEDGE OF:**

Electrical theory.  
Basic computer programming and spreadsheet applications.  
Record-keeping techniques.  
Operation of a computer terminal and data entry techniques.  
Technical aspects of field of specialty.  
Building control energy management system.  
District organization, operations, policies and objectives.  
Recordkeeping and telephone techniques.  
Oral and written communication skills.  
Health and safety regulations.

**ABILITY TO:**

Perform technical work in the operation, control and programming of the District energy management system.  
Assure the safe and efficient operation of the District environmental control system.  
Operate a vehicle.  
Plan and organize work.  
Observe legal and defensive driving practices.  
Perform technical work in the operation of control systems  
Operate a vehicle.  
Plan and organize work.  
Observe legal and defensive driving.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental staff, and contractors.

**PHYSICAL EFFORT:**

Requires the ability to exert some physical effort, such as walking, standing and light lifting  
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 required for communicating with others.

**WORKING CONDITIONS:**

Normal office environment.