

FACILITY SERVICES REPRESENTATIVE

Position Details

Class Code: 7650

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: Pay Grade 58 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under the general direction, serves as the primary contact for principals/site administrators, and Facilities Division staff for construction, rehabilitation, and maintenance/repair activities at schools/facilities. This position assists in the development of the Capital Master Plan and leads the deployment of resources used to implement the Capital Master Plan.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as Facilities Division's single point of contact for principals/site administrators.
2. Communicates with principals/site administrators/managers, Construction Management/Project Controls personnel, and other impacted parties regarding facility construction/project status, maintenance plans, requested services, purchases, and the installation of new equipment at assigned sites.
3. Provides coordination and communication for facility-related projects that are planned and executed on assigned sites; ensures that facility projects are properly integrated, planned, and sequenced to minimize disruptions and avoid

- duplication and inefficiencies; develops and coordinates project work schedules for multiple trades/crafts.
4. Serves as liaison between the Facilities Division, other Clark County School District departments, contractors/vendors, outside government agencies, and others associated with the projects regarding project execution to ensure project continuity, compliance, and proper work inspections.
 5. Generates, reviews, and analyzes work orders; coordinates orders with appropriate departments, as needed (i.e., Maintenance, Technology, etc.); surveys facilities, provides input, and makes recommendations regarding feasibility and accuracy of service requests.
 6. Provides explanations for denied work order requests to principals and site administrators.
 7. Prepares diagrams, sketches, and cost estimates of labor-hours, equipment and/or materials for work requests.
 8. Assists in the development and implementation (identify, prioritize, and budget) of the Capital Master Plan.
 9. Performs field investigations, researches archives, and analyzes data on existing facilities to determine immediate and future work, service, and/or equipment requirements.
 10. Coordinates the preparation of School Assessment worksheets for assigned sites; ensures the five (5)-year major maintenance plan is produced and included with the School Assessment worksheet.
 11. Works with site administrators, principals, maintenance personnel and planners to complete the annual school needs assessment and planning/programming activities in support of the Capital Master Plan.
 12. Produces School/Facility Profile for renovations with in-house design and/or construction and routine annual changes; works with Construction Management for external design or construction to ensure the School/Facility Profile is completed, as appropriate.
 13. Acts as project manager for in-house renovation and maintenance activities.
 14. Works with Special Projects, Engineering Services, and Capital Funds Financial Services to ensure proper authorizations are within time constraints for project completion at assigned sites; works with Maintenance Department/site managers to identify and prioritize maintenance and repair; develops work packages for mobile maintenance van crews.
 15. Maintains records of project and design changes; assists Engineering Services in maintaining accurate as-built and/or construction drawings.

16. Initiates steps to correct problems identified by outside agencies (i.e., Clark County Fire Department, Southern Nevada Health District, Southwest Gas Corporation safety inspections, Telephone Companies, etc.).
 17. Determines and confirms warranty issues; forwards requests to the Warranty Specialist.
 18. Surveys vandalism and plans corrective action.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the responsibility of being the primary contact for assigned sites; coordinating, planning, scheduling, and monitoring multiple trade construction projects and in-house design work including assisting in preparing, presenting, and executing an Annual School/Facility Assessment and Capital Master Plan requiring excellent communication and interpersonal skills as well as advanced construction, maintenance, project management skills.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of facility planning, programming, and budgeting.
2. Knowledge of project management of multiple projects/sites including scheduling tools.
3. Knowledge of building construction/trades and renovation requirements and activities.
4. Ability to lead and manage the efforts of others to accomplish a common goal (i.e., a project.).
5. Ability to consolidate data, assess information, determine project direction/strategy, and develop and achieve plan approval.
6. Ability to recognize, understand, interpret, and apply all local, state, federal, and national codes and regulations including, but not limited to: Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), Manufacturing, Engineering, and Construction (MEC), Environmental Protection Agency (EPA), and Americans with Disabilities Act (ADA), etc.; ability to interpret plans, specifications, and contracts.
7. Ability to plan, coordinate, and schedule work for multiple crafts and/or trades.

8. Ability to prepare project management documentation (i.e., diagrams/sketches, schedules, contract plans, specifications, reports/correspondence, etc.).
 9. Ability to use a computer and software applications related to the position.
 10. Ability to research, calculate, and provide project cost estimate information.
 11. Ability to set priorities, coordinate multiple activities, and meet critical deadlines.
 12. Ability to exercise judgment when to act independently and when to refer situations to an administrator.
 13. Ability to communicate clearly, orally, and in writing.
 14. Ability to work flexible hours or shifts.
 15. Ability to work in confined areas.
 16. Ability to withstand heights and perform work safely.
 17. Ability to work cooperatively and effectively with District employees, contractors/vendors, and the public.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Completion of an apprenticeship in a specific trade or craft (i.e., plumber, electrician, carpenter, glazier, telecommunications, HVACR technician, etc.); plus, three (3) years experience in the same construction trade or craft, which includes two (2) years construction/project management experience; or, Seven (7) years experience in facility/construction project planning, scheduling, layout/design, and cost estimation of man-hours and materials for trade(s)/craft(s) (i.e., plumber, electrical, carpentry, glazing, telecommunications, etc.); or, Associates degree in a related field (i.e., construction management, civil engineering, building inspections, communications, etc.); plus, five (5) years experience in facility/construction project management/scheduling which includes layout/design and cost estimation of man-hours and materials for trade(s)/craft(s) (i.e., plumbing, electrical, carpentry, glazing, telecommunications, etc.); or, Bachelor's degree in a related field (i.e., construction management, civil engineering, building inspections, communications, etc.); plus, three (3) years experience in facility/construction project management/scheduling which includes

layout/design and cost estimation of man-hours and materials for trade(s)/craft(s) (i.e., plumbing, electrical, carpentry, glazing, telecommunications, etc.).

TRAINING AND EXPERIENCE REQUIRED CONTINGENT UPON THE CURRENT POSITION, VACANCY, ADVERTISEMENT OR ASSIGNMENT.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Apprenticeship certificate/card, if applicable.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript, if applicable.
3. Apprenticeship or journeyman certificate/card, if applicable.
4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Current copy of driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicle.
6. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Employment Requirement - Must provide own reliable vehicle to perform and fulfill job duties.

Examples of Assigned Work Areas

Clark County School District facilities-offices and schools (classrooms, cafeterias, locker rooms, science labs, restrooms), building rooftops, mechanical equipment rooms, boiler rooms, construction sites, etc.

Work Environment

Strength

Medium - exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District issued/personal vehicles, computers and software, diagrams/sketches, specifications, telephones (including mobile/hand held), copy machines, fax machines, calculators, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/27/21
- Created: 03/14/02