POSITION DESCRIPTION

TITLE: Facilities Assistant
LOCATION: Administrative Service Center
REPORTS TO: Executive Director, Facilities
DEPARTMENT: Facilities

SUMMARY STATEMENT:
Under the supervision of the Executive Director of Facilities, the Facilities Assistant will provide document control services for the capital facilities programs for construction project management and fiscal tasks within the department.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via e-mail and in writing.
2. Perform computer-related functions for Facilities Department contracts and fiscal projects, including regular use of the WESPaC/Skyward Fiscal System for purchasing and fiscal related tasks.
3. Preparation and maintenance of office records and files on subjects of critical importance and matters in progress.
4. Establish and maintain an accurate records system, utilizing an electronic archive database.
5. Keep current on District accounting and purchasing policies and procedures, and Washington State Department of Labor & Industries and Davis Bacon requirements for prevailing wage, license and insurance compliance, for all public works contractors performing work for the Facilities Department.
6. Process invoices for payment, i.e. verify items received, services rendered, authorized signatures and account codes.
7. Establish and maintain computer files, including spreadsheets and word processing for budget/fiscal information, project close-out and warranties.
8. Preparation of construction project documents to include drafting of agreements, amendments and change orders for project reconciliation, project schedules and drafting of agreements, amendments, and change orders for Project Managers. Audit records for accuracy, investigate discrepancies and revise as appropriate.
9. Track licenses, insurance and Bonds for contractors.
10. Input and maintain information in various database record systems for archival purposes.
11. Manage Facilities’ records retention regardless of type of media storage and ensure adherence to legal requirements which affect the information of the District.
12. Reconcile general and capital fund invoices, verify completion, and determine retainage withholding as per state and federal rules if required and submit to Accounts Payable.
13. Research, compile, and analyze data in preparation of special reports and summaries.

OTHER RESPONSIBILITIES:
1. Perform special projects as requested.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Pushing (Up to 33%)
- Sitting (66-100%)
- Lifting/Carrying Up to 50 lbs. (Up to 33%)
- Use hands and/or arms for repetitive motion (66-100%)
- Bending (Up to 33%)
- Hearing (66-100%)
- Writing (66-100%)
- Speaking (66-100%)
- Pulling (Up to 33%)
- Walking (Up to 33%)
- Acceptable Attendance
- Reaching (Up to 33%)
- Acceptable Attendance
- Reaching (Up to 33%)
MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Customer Contact (66-100%)  Verbal Communication (66-100%)
Multiple Concurrent Tasks (66-100%)  Written Communication (33-66%)  Problem Solving (33-66%)
Constant Interruptions (66-100%)  Reasoning (66-100%)  Math (33-66%)
Detailed Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, typewriter, telephone, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Three years of demonstrated ability to perform on the computer, including data entry, using Windows environment and Excel spreadsheet applications.
3. Demonstrated ability to communicate effectively staff and the general public.
4. Basic understanding of accounting principles preferred.
5. Demonstrated ability to perform Excel, Google Drive, Access and MS Project preferred.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated ability to handle multiple priorities at one time.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated organizational skills and a commitment to follow through.
10. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
11. Demonstrated ability to problem solve, analyze, and resolve related issues.
12. Demonstrated ability to maintain confidentiality of sensitive information.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: _______________________________  Date: ________________

District: _______________________________  Date: ________________

New ☑
Revised Date: 09/18/2018
Classification: Professional Technicians – Office Clerical
Class: Class I
Display on Web? Yes

Facilities Assistant