Facilities Management Technician

Job Code 00007026

General Description
Responsible for multiple departmental systems software.

Examples of Duties
Create and maintain software database records.
Take action on requests.
Communicate with other personnel.
Analyze maintenance management data.
Prepare reports.
Analyze processes and procedures for efficiency.
Provide training to users.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Institutional policies and procedures; departmental maintenance management software.
Skill in: interacting courteously with others; working as a team member; preparing documents; problem solving and decision making; presentation skills; operating a computer and related software.
Ability to: read, understand & interpret technical material, policy and procedure manuals, instructions; prepare correspondence, reports, etc; prepare clear, concise and grammatically correct correspondence; proofread; prioritize workload; intermediate math; explain technical materials to lay persons, information; oral, written & interpersonal communication ability.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirement

Revised 09/20/2012