



BOARD OF EDUCATION

Ken Reddic, Chairman • Bradley Williams, Vice-Chairman
Elbert Garvey • Bill Lanier • Melissa Oakley • Louis Rogers • Angie Todd
Superintendent, Dr. Barry D. Collins, Ed.D.

POSITION TITLE: Facility Management Specialist

REPORTS TO: Maintenance Director

BEGINNING DATE: Open until filled

NATURE OF WORK:

An employee in this position is responsible for a large variety of operations, and management duties throughout the school system. Operations and management work involves Energy Management, Environmental Control Systems operations, Indoor Air Quality, IPM program directives, record keeping and report preparations and assistance on various projects. This employee receives limited supervision.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent organizational skills.
- Ability to communicate effectively both orally and in writing and prepare accurate reports.
- Ability to reason, make sound judgments, and maintain effective working relationships with others.
- Ability to work in the absence of supervision.
- Ability to read blueprints, diagrams, and interpret specifications.
- Ability to establish and maintain cooperative working relationships with those contracted in the course of work.
- Ability to operate computers and use varied computer applications including Microsoft Office, Adobe Acrobat, and AutoCAD, Adobe Photoshop or similar raster editing software.
- Ability to maintain composure in difficult situations
- Must have a valid N.C. driver's license and provide own transportation to and from work
- Must have and maintain a driving record that qualifies for school system insurance coverage.
- Must be able to obtain a CDL (Commercial Driver's License) permit within 6 months of employment and CDL License within 1 year of employment.

EDUCATION AND TRAINING

- High School Diploma or equivalent
- Minimum of 5 years of work experience in the area of facility management or Integrated Pest Management is required.
- Experience with environmental controls and school maintenance experience. Must hold or be capable of obtaining North Carolina AHERA Inspection and Management Planning certifications.



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- Experience with Integrated Pest Management as required by the State of North Carolina and currently hold or be capable of obtaining certifications and/or licenses concerning various Grounds and Structural Pest Control.
- Additional certifications and continuing education classes involving Facilities Management and Indoor Air Quality preferred.
- Experience with Storm Water Best Management Practice (BMP) inspection and maintenance professional certification preferred.

TERM OF EMPLOYMENT: 12 Months

SALARY: Pay Grade 64

FLSA Status: Exempt

PERFORMANCE RESPONSIBILITIES:

1. Files and maintains blueprints and specifications.
2. Maintains computerized Property Plans and Aerial Photos.
3. Prepares or participates in prep of specifications for materials & equipment.
4. Consults with outside authorities & agencies regarding facility maintenance and environmental issues.
5. Prepares documents as required for various state & federal regulatory offices.
6. Operates & maintains Energy Management equipment & computers & associated software.
7. Diagnoses HVAC equipment trouble with automated systems & initiates corrective measures.
8. Identifies and implements energy savings measures where possible and where instructional programs do not suffer.
9. Maintains records of all utilities such as electrical accounts and electrical usage, natural gas, LP gas, fuel oil, water, and sewer.
10. Performs air sampling for indoor air quality & submits samples to testing laboratories for analysis.
11. Prepares drawings, gathers info. & catalogs all results of tests for air sampling.
12. Coordinates application of pesticides or herbicides with schools in accordance with IPM program directives & helps instruct employees on concepts of integrated pest management.
13. May require nighttime and weekend work.
14. Adheres to mandated uniform procedures
15. Perform other duties as specified by the Maintenance Director / Assistant Maintenance Director or their designee.



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PHYSICAL REQUIREMENTS:

- Must be able to pass employment physical.
- Must be able to lift moderate to heavy weight (80-100 pounds), stand, walk, run, bend, stoop, push, pull, reach, climb ladders and work on scaffolding, for extended periods of time.
- Must be able to lift up to 25 pounds routinely and 100 pounds occasionally
- Ability to reach with hands and arms routinely and to carry various items (such as tables, chairs, supplies, equipment and materials)
- Must be able to drive to a variety of schools sites.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Interested individuals are to complete an online application which can be found at www.onslow.k12.nc.us.

Onslow County Schools does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Onslow County Schools is an EQUAL OPPORUNITY EMPLOYER.

I have read and understand the requirements for the position of Facility Management Specialist here at OCS. I certify that I can perform all essential functions of this position.

Name

Date

Witness

Date