International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Facilities Technician

Exemption Status/Test: Non-Exempt

Reports to: Director of Facilities

Date Revised: 3/2024

Dept./School: Facilities & Maintenance

Primary Purpose:

The Facilities Manager/Technician is responsible for the repairs and maintenance of all facilities within a geographical region, acting as the contact for emergency situations that affect the campus's ability to open for business. Additionally, the Facilities Manager/Technician will assess and consider daily 1) the safety of our employees, 2) the security of our assets and 3) the service to our members. This position will coordinate/assist outside contractors or vendors for various services. The Facilities Manager/Technician will answer directly to Campus Administrators and then to Director of Facilities and their staff.

Education/Certification:

- High School Diploma or GED, preferred
- 2+ years' experience in project management, certificate in trade school or equivalent work experience related to project management, vendor management, facilities and/or maintenance, preferred
- Maintain a valid Texas driver's license at all times throughout employment

Knowledge, Skills, and Abilities

- Must have a basic understanding of how buildings and their systems work.
- Understand and follow oral and written instructions
- Ability to prioritize and manage multi-functional tasks
- Ability to work effectively under pressure, and against strict time constraints
- Ability to use standard powered and non-powered tools
- Must be able to travel to various work-site locations on demand
- Must be able to deal with high stress fast pace work
- Understand and follow oral and written instructions
- Ability to prioritize and manage multi-functional tasks
- Ability to work effectively under pressure, and against strict time constraints
- Ability to use standard powered and non-powered tools
- Must be able to travel to various work-site locations on demand
- Must be able to deal with high stress fast pace work

Experience:

- Previous experience, preferred

Essential Performance Responsibilities:

Perform daily duties in assigned areas that may include, but not limited to:

- Acts as the primary contact for all personnel for any building issues (climate control, odors, smoke, spills, damage, emergencies and repairs)
- Monitors contractor performance and works closely with outside vendors and contractors to ensure work is completed according to specifications to include janitorial.
- May act as the project coordinator for all size projects including large scale repair and new facility construction projects
- Assists with maintaining building security and immediately responds to building emergencies on a 24-hour basis
- Assists the Facilities Director in preparing the annual maintenance budget
- Solicits bids and quotes from vendors
- Monitors and replaces light bulbs in all assigned facilities, as needed
- Makes minor plumbing repairs, as necessary. Determines when a plumber is required.
- Coordinates and assists with departmental and employee moves, including event setup and tear down. Performs basic electrical work and determines when an electrician is required.
- Hangs pictures, shelving, etc.… To meet Campus needs.
- Dismantle and install furniture
- Transports goods or equipment as assigned
- Performs immediate cleaning duties necessary to maintain clean facility. Assist Custodial Crew when needed to benefit the campus.
- Performs other maintenance duties as assigned by the Facilities Director
- Responsible for managing incoming and outgoing shipments. This includes preparation of outgoing packages, return shipments and receipt of related deliveries (i.e. Supplies, purchases, and equipment). This may also require managing large possibly heavy parcels. Incoming shipments are to be confirmed upon receipt, and delivered to the appropriate party
- All other Duties as assigned to fit Campus or District needs.

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Will be working under the direct supervision of the department supervisor in order to complete day to day tasks
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Experience:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of IL Texas and is appropriate for their position

Additional Duties:

Perform other duties as necessary or requested by the Administration or Director of Facilities.

Supervisory Responsibilities:

Will be supervising janitorial staff.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Uses hand tools of trade and related power equipment, including brooms, mops, floor cleaning and waxing machines, vacuum cleaners, snow blowers, shovels, power mower and hand tools. The ability to use basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with IL Texas guidelines for equipment use. Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Available to work as needed

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Acknowledgement: Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.