



American Indian Model Schools

171 12th Street 3rd Floor
Oakland, CA 94607

DRAFT

JOB DESCRIPTION - FACILITIES TECHNICIAN

PRIMARY FUNCTIONS

Under the supervision of the Head of School or designee, provide physical plant management services and ensure school safety and campus security.

ESSENTIAL DUTIES:

- Performs or causes to be performed periodic inspections of campus facilities and grounds to ensure that safe and healthful conditions are maintained at all times.
- Oversees all aspects of contracting for goods and services related to the maintenance and operations of the physical plant.
- Ensures compliance with safety, legal, and administrative requirements for the overall well-being of the building.
- Inspects buildings, sites and equipment for needed repair/maintenance regularly.
- Responds to emergency maintenance requests. Troubleshoots issues to determine cause and solution.
- Monitors the work of external contractors, following through to completion of tasks.
- Ensures the School's Workplace Health and Safety policy is adhered to at all times and that the maintenance staff are aware of matters related to Workplace Health and Safety.
- Promotes and maintains safety at a high school by supporting the efforts of local police.
- Promotes lawful behavior and protects the welfare of students, faculty and staff as a presence on campus.
- Performs foot patrols of school campus to monitor behavior, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations.
- In emergency situations, responds to the scene, provides first aid, and alerts additional police or emergency personnel as appropriate.
- Maintains radio communication with other safety personnel and officers on campus, helping to coordinate emergency plans.
- Writes and submits incident reports to public safety supervisors or law enforcement agencies as appropriate.

- Examines doors, windows, and gates to ensure security; uses keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Serves as head liaison to local Police, Fire, and other emergency services or agencies.
- Patrols and monitors assigned parking areas and perform routine patrols of and through on-campus buildings and near off campus areas to provide public security and assistance.
- Maintains confidentiality, and is professional in all comments to other employees, students, parents, and members of the community.
- Maintains disciplinary and suspension data.
- Takes phone calls from parents regarding attendance issues such as illness or late arrivals and maintains regular contact with parents and updates them on their children's attendance and progress as necessary.
- Serves as courier between AIMS work sites.
- Performs student supervision on and off campus as needed.
- Performs other duties as assigned.

QUALIFICATIONS:

- Must be organized and detail-oriented.
- Must be capable of multi-tasking while maintaining an attitude of professionalism.

EDUCATION AND EXPERIENCE

- AA in related subject.
- 1-3 years' experience with progressively increasing responsibility in facilities technician role.

This is a non-exempt position. The incumbent is eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualifications.

Board Approved: [DATE]