

# *OXNARD UNION HIGH SCHOOL DISTRICT*

## **FACILITIES TECHNICIAN**

### **DEFINITION:**

Under the supervision of the Director of Maintenance and Operations, the Facilities Technician schedules and supervises the use of district facilities and special programs including Learn to Swim program by schools and community as defined in the Civic Center Act. Works with district and school site administrators, teachers, coaches, and others to coordinate special events at all of the district schools and district office. Trains and provides work direction to all subordinates. Calculates and verifies school facility fees and performs a variety of technical tasks relative to assigned area of responsibility.

### **STATEMENT OF TYPICAL DUTIES:**

- a. Works with Director of Athletics to schedule and coordinate all usage of the Aquatic Centers for use by schools and community.
- b. Coordinates and schedules special events at each high school, and district office to assure timely and efficient operations.
- c. Visits event sites and assures performance meets district and safety standards.
- d. Trains, evaluates, and provides work direction to assigned part-time aquatics personnel and student technicians.
- e. Determines needs and initiates requisitions for purchasing related materials, supplies and equipment.
- f. Assures safety training and procedures are carried out at each work site to include CPR, first aid and Water Safety procedures.
- g. Assists the Director of Maintenance and Operations and Director of Athletics in preparing annual budgets concerning facility equipment and maintenance.
- h. Determines priorities and staff scheduling at each work site; makes assignment changes as necessary.
- i. Maintains all records related to facility use, supplies, and equipment and makes reports as required.
- j. Participates in the selection of new personnel related to area of responsibility.
- k. Performs other tasks and assumes responsibility as may be assigned by proper authority.
- l. Meets with regular users to provide fee schedules and other relevant information.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

Know and implement the provisions of the Civic Center Act as they pertain to the use of district facilities.

Theatrical and technical equipment used in the performing arts centers and functions of a House Manager during special productions.

Proper methods of storing equipment, materials and supplies.

Safety practices and work methods.

Principles and practices of training and supervision.

Interpersonal skills using tact, courtesy, and professionalism.

Ability to:

Train and provide work direction in all areas of responsibilities.

Certifications required for all aquatics related programs.

Identify unsafe facilities and conditions

Assign and review the work of others.

Apply knowledge of the schedules, procedures and use of equipment and supplies used in area of responsibility.

Perform minor, non-technical repairs.

Observe and report need for maintenance and repair.

Lift objects weighing up to 60 pounds.

Maintain routine records.

Meet schedules and timelines.

Communicate effectively with others orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Ability to operate stage lighting and technical equipment at performing arts centers and other venues.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above including experience in Learn to Swim programs and theatrical productions preferably in a school environment. High School Diploma Required.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California drivers license.

Valid CPR/First Aid Certifications (or ability to obtain within probationary period)

Valid Water Safety Certifications (or ability to obtain within probationary period)

Red Cross CPR/First Aid Instructors Certification (or ability to obtain within probationary period)

Approved: 08-20-03