



Job Description

JOB TITLE: FACILITIES OPERATIONS ASSISTANT

PAY GRADE: CL 20

LAST REVISED: JANUARY 2012

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under direction of the Facilities Division Director, Deputy Director, and Plant Operations supervisors, provides a variety of technical, administrative, and logistics support for the Facilities Division.

REPRESENTATIVE DUTIES - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Supports the Division maintenance and operations program; receives notices, requests or complaints for work orders including heating/cooling problems, facility cleaning/repair, or pesticide applications; enters information into spreadsheets; distributes work orders and coordinates supply and material needs.
2. Serves as receptionist for the Division Office; greets visitors and answers busy incoming phone line; provides material and information in response to requests for information related to assigned area of responsibility; conveys telephone messages; refers callers to appropriate staff for further assistance as needed.
3. Prepares and maintains Division budget(s); works with District business office to establish annual budgets and informs Division managers about the final status of the previous year's budget(s); prepared periodic budget status reports for Division management, ensuring that budget transfers, invoices, and requisitions are properly coded to the correct budget; reconciles Division budget and Cal Cards (VISA).
4. Monitors finances of assigned projects; keeps accurate records of project expenses; prepares financial activity spreadsheets; requests additional funding or budget transfers when needed; prepares final reports showing project expenses and determines final project cost. Provides information to assist the Business Office with project budgets; identifies appropriate object codes, dollar amounts, and funding sources. Prepares claims within required time frames and allowable reimbursement limits for reimbursement by the State Chancellor's Office for all expenses associated with State funded construction projects.
5. Assists in the annual preparation and/or update of facilities master plans for all District campuses, including coordinating stakeholder and shared governance reviews, report preparation, and State submittal.
6. Prepares and organizes all documentation needed to support assigned capital projects and maintenance projects, including bid documents, contracts, budgets, schedules, inspection forms,

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DSA applications and certifications, change orders, purchase orders, requisitions, and invoices. Develops State mandated project documentation and submits via FUSION; submits claims within required time frames and allowable reimbursement limits for reimbursement by the State for State funded projects. Develops and maintains official project files for Division's document management system. Coordinates project support activities including maintaining project budgets, determining proper budget coding and available funds in project budgets, requesting budget transfers as needed, and responding to requests from various reporting agencies for information regarding projects.

7. Requests and receives proposals for services associated with assigned project(s); determines proper budget coding and available funds within project budgets; requests budget transfers as needed; inputs requisitions into system to generate purchase orders to contractors, architects, inspectors, consultants, and testing labs; prepares claims within required time frames and allowable reimbursement limits for reimbursement by the State Chancellor's Office if appropriate; receives, reviews, and processes invoices or other financial transactions from contractors.
8. Composes or assists the preparation of contractual documents, architectural and construction change notices, and other documents that support projects involving outside contractors, construction management firms, and other agencies; verifies all required documentation is provided by outside contractors; maintains chronological files of contractual materials governing projects and scope of work performed. Establishes and maintains documents and plan files for all projects; responds to requests from various reporting agencies for information regarding projects.
9. Assists with the annual space inventory of all District facilities which may require surveying, updating database using AutoCAD and uploading new and/or corrected data (FUSION). Prepares the draft annual submittal of the District 5-year capital construction plan based on the current facilities master plan, and uploads the final plan into the State facilities database (FUSION).
10. Requests and receives proposals for all services associated with assigned projects; determines proper budget coding and available funds within project budgets; requests budget transfers as needed; inputs requisitions into system to generate purchase orders to contractors, architects, inspectors, consultants, and testing labs; requests change orders to purchase orders as needed. Receives, reviews, and processes invoices or other financial transactions from contractors; resolves any inaccuracies.
11. Assists with requests for use of facilities and determines costs using established fee calculations; researches special requests for fee waiver or reduction, granting those requests according to guidelines; explains application process, fees, and insurance requirements; receives required documentation; coordinates use of facilities among District departments.
12. General Administrative support to the Plant Operations Supervisor, Deputy Director and the Director of Plant Operations. Composes or prepares general and project correspondence, minutes, and recollections from meetings and proceedings; attends meetings to provide information that may update an agreement or contract.
13. Provides administrative support to the District's transportation program. Coordinates various transportation functions; maintains records of transportation vehicle usage and prepares reports relating to costs including the charge backs to individual departments, assigns available vehicles to support staff requests and prepares driver packets.
14. Supports the District's Access Control Program, including receiving requests for keys and fobs, reviewing the information received for completeness, submitting the request to the maintenance technicians, notifying requestor(s) that key(s)/fob(s) are ready for pick-up, ensuring the proper forms are signed at the time of receipt.



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15. Researches and prepares items for inclusion in the Board of Trustees meeting agenda that encompass project invitations to bid, bid awards, change orders, notices of completion, contracts, and agreement for contractors.
16. Trains and provides work direction to student workers and temporary help as assigned.
17. Provides administrative support to the District's safety program.
18. Performs other related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Engineering office practices, procedures and equipment, including historical filing systems oriented toward projects.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Laws affecting project bids, contract language, and regulatory procedures.
Activities associated with statistical record keeping, staff administration, and financial record keeping.
Proper English usage, grammar, spelling, punctuation, and proofreading and formatting techniques.
Math skills to compute sums, averages, ratios, percentages, and trends.
Human relations skill to participate in meetings as a representative of the department, to employ interviewing and investigating techniques, and to instruct others.

Ability to:

Perform the duties of the position independently, efficiently, and effectively, under general supervision.
Learn, understand and apply district rules, regulations and policies and the special terminology used in the Facilities Division.
Plan and organize work to meet schedules and changing deadlines.
Maintain productive working relationships with students, staff, and the general public.
Compile and evaluate financial, architectural, and operations data for reports.
Operate general office equipment, including electronic typewriters, photocopiers, calculators, and telephone equipment.
Keyboard accurately and operate a personal computer, peripheral equipment, and use common office productivity software such as word processing, spreadsheets, e-mail, and access of databases.
Learn and use specialized software for building climate control and energy conservation.
Take and transcribe minutes and notes from meetings.
Maintain accurate filing systems.
Monitor budget documents, including income and expenditures, and make difficult arithmetic and statistical calculations.
Supervise and train student and/or other temporary help.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.



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Education and Experience Guidelines: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college with major course work in business, accounting, or a related field.

Experience:

Four years of progressive experience in administrative secretarial and financial record keeping. Additional experience in project accounting may substitute for some education.

License or Certificate:

Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Developed in Consultation With

