



SHIPROCK ASSOCIATED SCHOOLS, INC.

P.O. BOX 1809

SHIPROCK, NM 87420

Phone: (505) 368-2100 | Fax: (505) 368-2076

www.sasischools.net

Property and Facilities Technician Position Description

Department	Facilities	Reports To	Operations Manager
Salary Range	Based on appropriate salary structure	Classification	Non Certified
Contract Days	260	Supervises	
Type of Position	Full Time	Effective Date	
		Revised Date	March 17, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

POSITION PURPOSE

This position assists in the coordination of operations of the physical plant including maintenance of records and files for equipment, furniture, buildings, and other property purchased or owned by SASI..

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Monitors and maintains the computer-based Integrated Facilities Control System.
- Works closely with the Operation Manager in resolving any alarms or warning pertaining to the facilities control.

- Maintains logs of the keyless door lock system including the reconfiguration of access codes when required.
- Assists in the development of required documents for any construction or improvement projects.
- Assists with the facilities budgeting process.
- Assists with the maintenance of records pertaining to the inventory and conditions of facilities and equipment in the FMIS system and in ensuring that all FMIS inventories are complete and accurate.
- Keeps accurate reporting of MI&R funds and facility projects in MAXIMO and also creates excel spreadsheets for reports and presentations.
- Maintains a record keeping system of the description, value, serial numbers, locations and other pertinent information of all equipment and furniture owned and purchased by the corporation.
- Conducts periodic inventories to keep records current and to ensure that all equipment is properly maintained and that office records compare to actual inventory. Keeps records of staff check-in and check-out.
- Receives all equipment and furniture purchases and enters pertinent information into the inventory prior to disbursement of the items. Tags all items received as appropriate and present all invoices to the Business Office for receipt of such items. Keeps accurate documentation of organizations Capital assets ensures assets are accounted for and documented.
- Performs periodic walk through to ensure projects are being completed.
- Provides secretarial/clerical support to the supervisor.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Three (3) years of direct work experience.

Education:

Associate Degree in related field.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.
- Knowledge of the Bureau Facility Management Information System.
- Knowledge of and experience with IBM compatible computers and office software including Microsoft Excel, Word and Access.
- Must possess strong written and verbal communication skills.
- Ability to organize and prioritize work and to meet deadlines.

- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in related field.
- Bilingual (Diné/English).

ENVIRONMENT

The physical demand and work environment described here 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 functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____

Title: _____

Approved By: _____

Title: _____

ACKNOWLEDGMENT

I have reviewed the content of the Property and Facilities Technician position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date

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Supervisor (printed name)	Supervisor (signature)	Date