

GRESHAM-BARLOW SD 10J

Systems Operator, Facilities (1140)

JOB POSTING

Job Details

Title **Systems Operator, Facilities**
Posting ID **1140**
Description **Posting Date:** July 25, 2017
Application Deadline: In-District Bargaining Unit Members August 1, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.
Projected Start Date: Approximately August 7, 2017. Exact date to be determined by the district.

**Systems Operator
Facilities
8 hours/day, 260 days/year
Salary Range \$17.31 to \$24.64/hour**

Job Summary:

The job of "Systems Operator" is done for the purpose(s) of maintaining and coordinating telecommunications and radio systems, keyless security systems, Burglar and Fire Alarm system accounts and daily operation, District Identification System, Work Order Systems MaintenanceDirect, Facility Scheduling System/FSDirect, District Cell Phone support and systems equipment for the school district. Provides user support for telecommunications and clerical support/back-up to Facilities Department secretary. Ensures compliance with district policies, financial, legal and administrative requirements as they pertain to the district systems and/or assigned functions.

Essential Job Functions:

- Monitors Keyless Access system performance and tunes parameters for optimum performance; analyzes systems capacity and plans for future needs. Evaluates, analyzes and resolves software problems.
- Troubleshoots Keyless Access system problems and takes appropriate action
- Maintain burglar and fire alarm/trouble reports for tracking purposes
- Manages the installations of software upgrades with specific district staff and vendors on managed systems
- Program and update District cell phones
- Program and update District Two way Radio systems
- Provides technical support to users regarding Facilities Department applications
- Researches and develops material for user training courses regarding systems services and applications. Conducts training courses.
- Develops computer systems operation procedures desk manual as back-up and future reference for all managed systems
- Composes documents for the purposes of communicating information to schools and district personnel as directed
- Prepares District I.D badges for staff, contractors, and substitute employees as needed
- Coordinates Custodial Substitutes as needed for Custodial vacancies and/or additional work.
- Maintain Custodial Substitute calendar for communication purposes
- Evaluate and Assigns work orders to appropriate technicians for requested repairs and/or assistance
- Evaluates and approves Facilities Schedule requests to for all schools and processes necessary information to other departments.
- Update as needed, vendors, equipment, etc, in work order and Facility Scheduling systems
- Maintain Facilities District web page with current staff information and materials and supplies available to schools
- Process Facility Use forms for activities scheduled throughout the District

- Prompt and regular attendance

Other Job Functions:

- Assists Facilities personnel as may be required for the purpose of supporting them in completion of their work activities
- Acts as back-up to Facilities secretary in their absence
- Remains current with new equipment and technical developments for the telecommunications, Work Order, Cell Phone, Two Way Radios, Employee identification/Keyless security systems, Burglar and Fire Alarm systems.
- Maintain adequate supplies for ID badge and cell phone needs
- Performs other related duties as assigned.

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience with increasing responsibility. Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required, to perform the job.
- Skills, Knowledge and/or Abilities Required:
- Skills and knowledge to operate telecommunication systems and equipment, standard office equipment including use of MacIntosh and PC computer applications and general principles and practices of data processing.
- Ability to develop and conduct training for Work Order system, Two Way Radio communications, telecommunication applications, analyze problems and take appropriate action as needed, communicate effectively, both orally and in writing, sit for prolonged periods of time, work independently and interact positively with a variety of persons.
- Significant physical abilities include reading/handling/keyboarding/visual acuity/talking/hearing conversations and having the physical ability to perform the essential functions of the job. Subject to 24-hour call back for emergency conditions.
- Education Required: High school diploma or equivalent.
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance and current First Aid Card.

*All employees hired by the school district into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$74.00 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

EQUAL OPPORTUNITY EMPLOYER

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	\$17.31 - \$24.64 / Per Hour
<i>Location</i>	Facilities

Applications Accepted

<i>Start Date</i>	07/25/2017
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