

**FACILITIES SUPPORT ASSISTANT - BOCES**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of diverse duties in connection with coordinating various supportive services at an educational institution. Incumbent will have overall responsibility for inventory control, the efficient operation of central receiving and stock rooms, and may direct vendors providing cleaning or other contractual services. The position will also include other assigned duties in connection with the overall support of the facilities' day-to-day operation, such as oversight and management of the fixed assets and records management storage oversight. Work is performed under direct supervision, with leeway for using independent judgment in carrying out objectives.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Checks time cards and billing statements for payments to service contractors;

Establishes and maintains an effective control of equipment and other inventory;

Monitors scheduling of special events and arranges for special set-ups as may be required;

Manages Facilities Usage Requests and secures all required documentation;

Establishes and maintains a system of control for issuing keys for buildings, equipment and vehicles;

Oversees the operation of mail and stock rooms and assists in their operation as needed;

May direct the work of personnel assigned to specific moving, cleaning or related projects;

Manages fixed assets inventory and disposition;

Updates fixed asset report software and prepares reports as needed;

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Completes bid requests for cleaning supplies, office supplies, maintenance repairs and supplies, and various other supplies; and

Maintains a variety of records and coordinates annual records retention tasks and prepares reports relative to assigned responsibilities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of building maintenance practices, supplies and equipment; ability to plan and direct the work of others; ability to evaluate maintenance materials and supplies used for cleaning, sanitary and related purposes; ability to keep records and prepare reports; thoroughness; and dependability.

**MINIMUM QUALIFICATIONS**: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Engineering Technology, Business Administration or a related field, and two (2) years of experience in building cleaning, building maintenance or in a position that involved facilities overall support service activities; or
- (B) Four (4) years of experience as described in (A) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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