

## FACILITIES SUPPORT TECHNICIAN

62-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining inventory control of building maintenance and cleaning supplies, mail room operations, safety functions, chemical inventory and similar assignments relating to the overall support of a facility's day to day operations. The work also involves responsibility for the operation of a key making machine and maintaining interior and exterior signs. The work is performed under general supervision with considerable leeway for independently performing most job duties. Does related work as required.

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.*

Assists in coordination of "Right-to-Know" classes and maintenance of the facility's chemical inventory and Material Safety Data Sheets (MSDS);

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

Maintains indoor building signage and exterior electronic bulletin board;

Researches products for purchase and makes recommendation to administration which are most cost effective;

Assists in the operation of the mail and stock rooms;

Maintains flow of all outgoing mail, calculates charges and bills departments for services;

Maintains computerized inventory of college property and equipment and reconciles inventory annually;

Makes spare keys for building rooms as needed;

Performs a variety of clerical duties as required.

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

TERISTICS: Good knowledge of policies and procedures associated with “Right-to-Know” Law and related documentation; good knowledge of the operation of desktop sign making software and equipment for interior signage production; good knowledge of the operation of key making equipment; good knowledge of modern office terminology, procedures and equipment, including personal computer and office software programs; working knowledge of business English and arithmetic; good knowledge of package handling and outgoing mail procedures, including postage meter operation; ability to understand and carry out oral and written instructions; and ability to keep accurate records and prepare reports.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate’s Degree in Secretarial Science, Administrative Assistant or a related field and one (1) year of clerical experience which shall have included the operation of a computer utilizing common office software programs; or
- (B) Possession of a Certificate in Office Assistant or a related field from a college or university and two (2) years of clerical experience, one of which shall have included the operation of a computer utilizing common office software programs; or
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, one of which shall have included the operation of a computer utilizing common office software programs; or

- (D) Four (4) years of clerical experience, one of which shall have included the operation of a computer utilizing common office software programs.

**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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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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