

## FACILITIES UTILIZATION SPECIALIST

Code No: 3-11-095  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior level position in the Facilities Department of the City School District responsible for overseeing inventory, ordering, delivery, installation, storage and disposition of all furnishings and equipment within the school district. The employee determines whether services of plumbing, electrical or carpentry are required and arranges for these services as needed. The employee may be required to lift 50 pounds. The employee reports directly to and works under the general supervision of the Director of Educational Facilities. General supervision is exercised over Custodians and Drivers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed):

Lifts items weighing 50 pounds;

Reviews stocking and inventory procedures and recommends changes to enhance efficiency;

Provides information and answers questions regarding District purchasing policies, commodity assignments, and status of purchase requisitions;

Solicits written and verbal price quotations from vendors in order to complete purchase requisitions;

Conducts research regarding such factors as quality, price and deliver schedules in order to recommend the best commodities;

Advises and assists program and building administrators in the selection, quantities and ordering of new equipment;

Works with architects to coordinate built-in electrical and plumbing service, color compatibility of furnishings with room color schemes, and scheduling deliveries of furniture and equipment;

Prepares for review by the Director of Educational Facilities, preliminary cost estimates of all furniture and equipment, prepares the specifications and follows through on their delivery and placement;

Schedules delivery dates and locations, follows up on orders to ensure delivery and supervises the final placement of furniture and equipment subject to final direction of the building principals or Superintendent;

Coordinates packing, rigging, carting and relocation of equipment and inventory for program relocation or building transfers;

Makes recommendations to the Director of Educational Facilities and the Director of Purchasing of bids to be accepted or rejected;

Coordinates with Educational Facilities Department reviewing of all proposed projects to ensure

the timely execution of all moves;

Supervises moving crews, schedules daily work assignments and truck routing;

Utilizes computers in order to establish and maintain the following: work orders, stock inventory, budget management, scheduling, etc.

Surveys office space, furniture and equipment to assess the requirements of transfer or relocation;

Determines the market value of surplus inventory, conducts sales, generates and circulates to all schools a computer listing of available warehoused items;

Bids and administers service contracts for moving, carting and storage.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of principles and practices of moving, carting and storage of equipment and furniture; good knowledge of furniture and equipment available and required in a school district; good knowledge of effective space utilization techniques; organizational skill; ability to establish and maintain effective working relationships with administration, staff, students and the general public; ability to supervise employees and meet demanding schedules; ability to plan, schedule and coordinate relocations and transfers; ability to prioritize workload; ability to prepare narrative reports; ability to write specifications; ability to perform computations; ability to maintain records; ability to ascertain market values of surplus inventory and set prices and conduct sales; clerical aptitude; computer proficiency; manual dexterity; integrity; good judgement; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Six (6) years paid full-time or its part-time equivalent experience in inventory control, warehousing or stores functions such as receiving, maintenance, recording, movement or delivery of inventory, three (3) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates's degree, plus four (4) years experience as described in (A) above, two (2) of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Class \*D\* Driver's License at the time of appointment. Must provide own vehicle.

Possession of a valid New York State Class B or CDL License with special endorsements is desirable.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 10, 1994

REVISED: October 3, 1996