



Job Title: **Facilities Scheduler Level 1**

Department: **Facilities Services**

Supervisor: **Director of Facilities Services**

Lane Placement: **ESP Lane 9**

Schedule: **8 hrs / 242 days**

Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Director of Facilities Services, the District Facilities Scheduler oversees the scheduling of buildings and grounds for all Canyons School District rentals. The Facilities Scheduler also provides training and support to various Facility employee groups and oversees and maintains cell tower contracts and the distribution of funds. Responsible for processing rental agreements, collecting fees and coordinating rentals using established guidelines.

## **ESSENTIAL FUNCTIONS**

- Oversees central scheduling of buildings and grounds for rentals, district-wide.
- Oversees all cell tower agreements and the distribution of shared funds and revenue.
- Participates in coordination of inter-local agreements for facility use.
- Responsible for processing rental agreements, collecting fees, and following through with all facility rentals.
- Ensures compliance with rental guidelines adopted by CSD.
- Maintains an ongoing database of rentals and available facilities.
- Distributes rental fees as per rental guidelines.
- Coordinates rentals at each school with local school personnel.
- Coordinate support personnel for rentals– Custodians and Sound/Lighting tech support.
- Review timesheets/Invoices for support staff and submit for payment.
- Ensures complete documentation has been submitted prior to rentals including applications, insurance and payment.
- Maintains the Facilities Department web page.
- Required to attend scheduled training and departmental meetings.
- Incumbent is **on call 24/7** for emergencies.
- Conducts site visits to monitor rentals and ensure compliance.
- May oversee and/or be involved with developing and implementing training activities within the Facilities Department.
- May oversee activities of a clerical assistant in energy/utility services or other facilities services as needed.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Must demonstrate competence in reading, writing and math.
- Requires a minimum of 5 years' experience in general office skills and procedures.
- Requires experience in training and developing training.
- Requires knowledge of work processing, data base and spreadsheet programs.
- Requires the ability to prioritize and organize multiple tasks to meet deadlines.
- Requires excellent interpersonal skills. Interacts with administrators and staff, school personnel, and patrons.
- Requires the ability to build long lasting relationships.
- Requires ability to establish professional and friendly atmosphere.
- Requires ability to coordinate communication between individuals and groups.
- Requires good problem-solving skills in a variety of situations.
- Requires valid Utah driver license.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020