

**Killeen Independent School District  
Job Description**

**Job Title:** Facilities Services Technician  
**Reports to:** Director for Construction and Facilities Planning  
**FLSA Status:** Non-exempt 226 days

**SUMMARY:**

Compiles and maintains all bond construction project accounting information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Reviews proposals and generates purchase orders for all bond related construction projects.

Records and processes all bond related invoices and construction payment applications.

Coordinates with vendors regarding invoicing and payment and maintains vendor relations.

Coordinates with Communications and Technology Services departments to ensure bond website information is accurate and up to date.

Maintains construction staff calendars regarding all bond related meetings and events.

Coordinates with Purchasing Services to ensure compliance with District policy on all purchases and professional services agreements.

Coordinates advertisement for special bids and Public Notices.

Reviews and archives all bond related documents.

Performs other duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Associates Degree and one year experience in a related field; or High School Diploma or GED and three years experience in a related field. Must be proficient in Microsoft Excel.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

**OTHER QUALIFICATIONS:**

Must take KISD typing test and have a minimum score of 40 wpm with 7 errors or less. In addition, must take an alphanumeric data entry test and have a minimum of 7,000 kpm with 7 errors or less.

**Revised Date: January 22, 2019**

The foregoing statement describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.