

**CONSTRUCTION/MAINTENANCE FACILITATOR**  
**Job Description**

**POSITION TITLE:** Construction/Maintenance Facilitator  
**Reports To:** Executive Director  
**Work Day/Year:** TBD  
**Salary Schedule:** Degreed or Op Support  
**Classification:** Nonexempt  
**Duty Station:** Region 9

**ESSENTIAL FUNCTIONS**

1. Represents REC9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 professional development is required.
5. Promptness is required including being present in the assigned workplace at set times and on a daily basis in order to provide consistency and continuity of services.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy of confidential information is required.
10. Understanding and compliance with the REC9 employee policy manual, technology policy, and REC9 tracking system are required.
11. Maintain all relationships by the highest standards of integrity and honesty.
12. As a REC9 employee, do not participate in, solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value.
13. Exhibit ethical conduct aligning with principles of fairness, responsibility and respect consistent with laws, regulations and value of REC9.
14. Will oversee the construction activities that occur on the worksites of the ECC complex and the R9 main office site.

*Construction/Maintenance Facilitator 03.24*

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## Region 9 Education Cooperative

15. Assist in the selection of subcontractors at all REC9 facilities.
16. Monitor the work conducted by the sub-contractors.
17. Accomplish project goals by defining scope and purpose, determining required resources, allocating resources, establishing protocols and standards, evaluating deadline estimates and adjusting as needed.
18. Meet operational standards by resolving problems, contributing information to strategic plans and identifying improvements.
19. Maintain healthy and safe work environment by enforcing procedures and standards and complying with legal regulations.
20. Apply preventive measures to the building to reduce the risk of future problems.
21. Meet construction budgets by identifying variances and monitoring project expenses.
22. Ability to accomplish light construction and renovation projects at all Region 9 buildings/locations.
22. Groundskeeping as directed by the Executive Director.
23. Monitor and be responsive to a work ticket system. Work with the Executive Director to prioritize work on the ticket system. Work to identify the best resolution for tickets and keep the Executive Director informed about the best possible options for resolution.
23. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **QUALIFICATIONS**

- High school diploma or GED certificate
- Excellent organization and planning skills to prioritize and balance work
- General construction or prior facilities maintenance preferred.
- Specialized experience with plumbing, electricity, or HVAC maintenance
- Ability to lead others in the completion of a schedule, budget guidelines, and customer requirements.
- Great verbal and written communication skills.
- Familiarity with common cleaning products and equipment.
- Valid driver's license.
- Mechanical skills.
- Attention to detail.
- Other qualifications determined necessary by the Executive Director.

### **PERFORMANCE RESPONSIBILITIES/WORKER TRAITS**

- Ability to operate tools and machinery.
- Familiarity with safety protocols.
- Trade-specific skills.
- Proficiency in math and reading.
- Comfortable with technology.
- Strength and stamina.
- Hand-eye coordination and dexterity.
- Memory.

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**Working Environment**

**I. SITTING TASKS**

- A. Sitting is a frequent requirement 25% of the time

**II. WALKING TASKS**

- A. Walking is an occasional but essential requirement up to 50% of the time

**III. STANDING TASKS**

- A. Standing is an occasional but essential requirement up to 50% of the time

**IV. SPRINTING/RUNNING**

- A. Sprinting/running is an occasional requirement  
Example: in case of emergency

**V. FLEXIBILITY**

- A. Bending or twisting at the neck is an occasional requirement up to 55% of the time  
B. Bending or twisting at the trunk is an occasional requirement up to 55% of the time  
C. Squatting/stooping/kneeling is an occasional but essential requirement up to 55% of the time  
D. Reaching above the head is an occasional but essential requirement up to 55% of the time  
E. Reaching forward is an occasional but essential requirement up to 55% of the time  
F. Repeating the same hand, arm, or finger motion many times is an occasional requirement up to 55% of the time

**VI. USE OF ARMS AND HANDS**

- A. Manual dexterity is a frequent requirement 50-80% of the time  
B. Finger dexterity is a frequent requirement 50-88% of the time

**VII. LIFTING 25-50 POUNDS**

- A. Lifting 25-50 pounds is an occasional but essential requirement  
B. Lifting above the shoulders, the waist, and knees is a frequent requirement.

**X. PUSHING AND PULLING**

- A. Pushing and pulling 75 pounds and over is not a requirement  
B. Pushing and pulling 25- 75 pounds is an occasional requirement

**XI. CARRYING TASKS**

- A. Vision
1. Being able to see at a distance is a frequent requirement
  2. Being able to see closely is a continuous requirement
  3. Being able to differentiate colors is a continuous requirement
  4. Having depth perception is a frequent requirement
- B. Hearing
1. Being able to hear in a quiet environment is a frequent requirement
  2. Being able to hear in a noisy environment is an occasional but essential requirement
  3. Being able to locate noise is an occasional requirement
  4. Being able to differentiate noise is a frequent requirement
- C. Speech/Communication
1. Communicating through written and spoken language

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**XIII. USE OF PROTECTIVE EQUIPMENT**

A. Required, depending upon the activity.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for **Maintenance/Construction Facilitator**.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name\_\_\_\_\_ Date\_\_\_\_\_

Employee Signature\_\_\_\_\_