

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Facilities and Supply Technician

**Job Code:** 8077

**Pay Grade:** 27

**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Receives, warehouses, inventories, issues and delivers materials and supplies; moves, installs, repairs and cares for equipment and furniture; performs general cleaning and maintenance of court facilities and property.

### **ESSENTIAL FUNCTIONS:**

- Receives, unloads and stocks supplies, materials and equipment.
- Verifies the receipt of deliveries against packing slips and order receipts to insure the accuracy of the delivery, correct quantity, and condition of the material and/or equipment delivered.
- Receives and fills supply requests from court employees or divisions.
- Installs or relocates bookshelves, computers, desks, file cabinets and other furniture to various locations throughout the courthouse and satellite offices.
- Lifts and removes heavy boxes and items from shelves, bins and carts.
- Sets up and takes down furniture and equipment in training and meeting rooms, courtrooms and offices and prepares rooms for multiple purposes.
- Installs shelving, bulletin boards, keyboard trays and a variety of associated equipment.
- Performs general cleaning of the facilities to maintain a clean and safe work environment.
- Performs regularly scheduled maintenance of furniture and equipment to promote the efficient usage of equipment and the longevity of furniture.
- Assists with the implementation of workstation modifications based on the recommendations of ergonomic evaluations completed by the Facilities Manager.
- Takes physical inventory of capital assets, keys and supplies.
- Operates a variety of office equipment such as computers, facsimile machines, photocopiers, calculators, television monitors, videotape cassette recorders and overhead projectors.
- Operates motor vehicles to make deliveries and to pick up and distribute supplies, materials, and equipment.

**ADDITIONAL RESPONSIBILITIES/ DUTIES:**

- Performs all duties in a manner to maintain a safe work environment.
- Prepares various forms for reasons such as ordering supplies or the completion of work requests.
- Files and maintains various records, logs and documents.
- May assist with the set-up and tear down of audiovisual and training equipment in conference rooms.
- Performs key operator duties for copiers and fax machines and maintains shredders as required.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of tools, equipment, and methods used in handling, installing, moving, maintaining and repairing furniture and a variety of office equipment.
- Must have knowledge of methods and procedures used in the ordering, storing and handling of warehouse stock.
- Must have skills to operate common hand and power tools for basic equipment installation and repair.
- Must have skills in operating various office equipment such as a desktop computer, videotape recorder and an overhead projector.
- Must have the ability to follow verbal and written instructions, complete routine forms and maintain records and logs.
- Must have the ability to communicate effectively with coworkers and other court employees.

**MINIMUM REQUIREMENTS:**

A high school diploma or equivalent G.E.D. certificate and one year of experience related to the receiving, warehousing, inventory, issuing and delivering of materials and supplies and/or the moving, installing, repairing and caring for equipment and furniture. OR any equivalent combination of experience, training and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at the time of appointment. Incumbents will be required to take and pass a Defensive Driving course and Van Training course, post hire, to perform material delivery and pick-up duties.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

On a regular basis, incumbents will move, lift, and transport heavy equipment, boxes and furniture weighing 50 pounds or more. The performance of essential functions requires incumbents to stand, walk, bend, stoop, and lift for extended periods of time and to move large or bulky objects. The incumbent will climb a ladder and work at heights of approximately 10 feet or higher. Duties are typically performed in an office building, but will be exposed to cold and hot weather conditions infrequently.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Facility Manager and may take work direction from a lead technician. The incumbent will perform duties directly from written or verbal instructions under general supervision. This position has no supervisory responsibilities.

Date: 11/1996

Revised: 10/23/98; 08/06/02; 10/26/07