

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 98004

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt
TITLE: Facilities Technician

Activity: ALL

Pay Plan/Series/Level
NF-0301-03

M

AJOR DUTY DESCRIPTION

Works as an assistant to the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Job may require work in various facilities depending on the requirements for activities. Duty station will be determined by customer demand/programmed activities.

Assists Operations Team Leader with coordinating and training of personnel assigned to facilities. Provides structure and guidance to all facilities operators on function and duties that will take place during their shift. Ensures adequate manning of facilities for events as well as routine operations.

Opens and/or closes facilities by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued or sold, accounts for monies collected, safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of total facility and reports any unusual findings to Team Leader or MWR immediately.

Reviews schedule of functions/events that are scheduled to take place in order to ascertain what preparation is required. Arranges furniture and equipment for various types and sizes of events. Puts up and takes down special event decorations. May assist with conducting events.

Cleans and maintains recreation equipment, supplies and facility areas. Performs self-help maintenance on facility and equipment. Prepares work order for maintenance which cannot be completed by self-help. Polices interior and exterior areas of building and grounds and performs general housekeeping to make facilities/playing fields/pools/outdoor courts ready for use.

Prepares requirement lists for appropriated and nonappropriated supplies and equipment due to demand or need for replacement items. Conducts inventory of number and condition of items on hand. Coordinates with program staff to ensure adequate equipment is available in sufficient time to conduct program activities. Inspects equipment when turned in for amount and condition. Collects pre-set fees for services and damages. Tests mechanical equipment for service ability after each use. Removes damaged or unusable equipment from inventory.

Is responsible for the assurance of an efficient operation and assisting the Operations Team Leader with the performance of the following responsibilities and duties:

- (a) Exercise control over the operation of facilities including playing fields/pools/outdoor courts/marina.
- (b) Ensuring proper internal controls and safeguards are in place and are being followed.
- (c) Verifying receipts and stockage of merchandise and resale items.
- (d) Assisting with the overall operations and maintenance of facilities.
- (e) Monitoring all assigned facilities-checking, identifying and resolving problems.
- (f) Providing exception customer service to internal/external customers at all times.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Successful application of automation systems.

Technical knowledge of facilities of origin and service offered.

Skill in application of event planning.

Must possess excellent verbal and written communication skills.

Requires tact and diplomacy in interacting with all customers.

Responsible for 100% accuracy of all information provided to external and internal customers.

This is an accurate statement of the duties and responsibilities necessary to carry out the NAF function for which I am responsible.

(Approving Official: Title - Signature)

(Date)

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 98004

Installation: Fort Monmouth, NJ 07703

**FLSA: Nonexempt
TITLE: Facilities Technician**

Activity: Community Center

**Pay Plan/Series/Level
NF-0301-03**

M

AJOR DUTY DESCRIPTION

Works as an assistant to the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Assists Operations Team Leader with coordinating and training of personnel assigned to Community Center. Provides structure and guidance to all facilities operators on function and duties that will take place during their shift. Ensures adequate manning of Community Center for events as well as routine operations.

Opens and/or closes Community Center by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees accounts for monies collected, safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of Community Center and reports any unusual findings to Team Leader.

Reviews schedule of functions/events that are scheduled to take place in order to ascertain what preparation is required. Arranges furniture and equipment for various types and sizes of events. Puts up and takes down special event decorations. May assist with conducting events.

Cleans recreation equipment, supplies and facility areas. Performs self-help maintenance on facility and equipment. Prepares work order for maintenance which cannot be completed by self-help. Polices interior and exterior areas of building and grounds and performs general housekeeping to make Community Center ready for use.

Prepares requirement lists for appropriated and nonappropriated supplies and equipment due to demand or need for replacement items. Determines inventory number and condition of items on hand. Coordinates with program staff to ensure adequate equipment is available in sufficient time to conduct program activities. Inspects equipment when turned in for amount and condition. Collects pre-set fees for damages. Tests mechanical equipment for service ability after each use. Removes damaged or unusable equipment from inventory.

Is responsible for the assurance of an efficient operation. Is responsible for assisting the Operations Team Leader with the performance of the following responsibilities and duties:

- (a) Provides one step customer services for:**
 - (1) Catering intake for all MWR Food Beverage operations.**
 - (2) Hospitality for Guest House and Lodging**
 - (3) Central Registration for Recreation Delivery Services**
 - (4) Theater event operations.**
 - (5) Community Center Programs.**
- (b) Ensuring proper internal controls and safeguards are in place and are being followed.**
- (c) Verifying receipts of stocks of merchandise and resale operations.**
- (d) Assisting with the coordination and maintenance of facilities.**
- (e) Monitoring operation of all assigned facilities-checking, identifying and resolving problems.**

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Successful application of automation systems.

Skill in application of event planning.

Must possess excellent verbal and written communication skills.

Requires tact and diplomacy in interacting with all customers.

Responsible for 100% accuracy of all information provided to external and internal customers.

This is an accurate statement of the duties and responsibilities necessary to carry out the NAF function for which I am responsible.

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