

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Facilities Technician I
GRADE: 5
REPORTS TO: Facility Operations/Technical Services Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Facilities Technician I is responsible for maintaining and distributing supplies, equipment use management and the inventory of House assets in the Consignment/Supply section of Facility Operations. The primary responsibility of the Consignment/Supply section is to receive, record, and distribute assets of the House of Representatives. Distribution of assets will be in accordance with procedures established by the Speaker of the House and the State of Michigan.

PRINCIPAL ACCOUNTABILITIES:

Maintain an inventory of House supplies. Upon receipt of supply item audit and enter items into the data inventory program.

Receives electronic supply requests from Members/staff and accurately delivers all supply materials.

Manages House equipment including tagging new equipment and conducting regularly scheduled inventories. Ensure accurate records in the master inventory software.

The Facilities Technician I is responsible for completing a number of tasks: open and sort mail, process orders and deliveries, and other duties as assigned.

JOB QUALIFICATIONS: Must be proficient with a Windows operating system and various programs pertaining to asset management. Must have the ability to lift over 50lbs. Must have exceptional communication skills. Certification by MIOSHA to operate a fork truck.