

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** INSTRUCTION  
**TITLE:** PROJECT/COMPLIANCE TECHNICIAN  
**CALENDAR:** [PROJECT/COMPLIANCE TECHNICIAN](#)  
**SALARY:** [GRADE 15](#)

### **Job Goal:**

Maintain compliant, safe and attractive physical plants

### **Minimum Qualifications:**

- High school diploma or equivalent
- Previous experience in building and grounds maintenance and improvements
- Ability to read Blue Prints
- Experience with computer and standard software programs
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions:**

- Meet with and assisting regulatory agents during inspections
- Calculate cost estimations
- Insure compliance, with district specifications, of construction and special projects
- Assist with training of staff
- Develop and maintain records of regulatory documentation
- Assist support services staff during construction and /or repairs
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Report safety/security hazards and needs for major repairs in an expeditious manner
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors,

dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.