



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Maintenance and Operations Program Technician

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under direction, provides complex, responsible and specialized administrative and office management support duties in support of the Maintenance and Operations department; coordinates work orders for the department; prepares regular and specialized reports, records and files required in connection with department work; interacts with principals, staff and contractors on a wide variety of issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Maintenance and Operations Program Technician performs a wide variety of office and administrative support functions for the Maintenance and Operations department requiring knowledge of District rules, policies and procedures and skilled trades activities and requirements. An incumbent has significant interaction with principals, staff and a variety of contractors. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying information and interacting with and handling routine to non-routine questions, complaints and problems based on knowledge gained through experience.

A Maintenance and Operations Program Technician reports to the Assistant Superintendent of Administrative Services or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads, provides work guidance and direction and participates in the work of semi-skilled and skilled trades and custodial staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with District standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides input to the school principal on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned jobs; may order work materials and supplies; assists in ensuring a fair and open work environment in accordance with the District's commitment to equal employment opportunity.
2. Oversees the smooth administration of the Maintenance and Operations department activities; prioritizes and schedules work orders for employees responsible for the maintenance of facilities and grounds; serves as liaison between the department and District administrators, school principals, staff, outside agencies and the community on a wide variety of issues; identifies and resolves facility-related maintenance issues or refers the matters to the Assistant Superintendent according to established policies and procedures.
3. Provides administrative support for the department including developing, tracking and reporting financial and operational metrics; maintains blue prints, plans and documents using computer systems; prepares and submits financial and personnel reports including timecards and time-off requests for management review; establishes and maintains computerized and manual file systems, logs, distribution lists and other data.

4. Inputs data and prepares and processes requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices; creates spreadsheets and manages databases to track purchases; monitors and maintains inventories of shop supplies and materials.
5. Assists in budget development and tracking; calculates budget usage and fund percentages; prepares budget variance analyses, goals and objectives reports, and spending forecasts for management review.
6. Facilitates contractor request for proposals; coordinates contractor work schedules and access to school sites; oversees work acceptance and payment processes.
7. Prepares Board resolutions and reports; maintains required files and records; schedules and maintains mandatory training records for department staff; attends meetings; participates in District training.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Office administration practices and procedures.
2. Methods, procedures, tools and materials used in a facilities and grounds maintenance program.
3. Customer service practices and telephone etiquette.
4. Practices and techniques of program analysis including data collection methods and analytical procedures appropriate to required areas of analysis.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Basic bookkeeping and elementary accounting practices and procedures.
7. Records management, recordkeeping, filing and basic purchasing practices and procedures.
8. District rules, policies and procedures applicable to all areas of responsibility.
9. Basic practices and techniques for scheduling and coordinating the activities of other office staff.
10. District personnel policies and labor contract provisions; requirements and processes of the District payroll system.
11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

1. Assign and inspect the work of facilities and grounds maintenance staff.
2. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, notifications, presentations and other written materials from brief instructions.
3. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
4. Reach sound decisions in accordance with District and school policies and procedures.
5. Maintain highly confidential information.
6. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Use a computer keyboard and other office equipment accurately at a speed necessary to meet the requirements of the position.
10. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and two years of college-level coursework in business, construction management or a related subject, and at least three years of responsible experience in clerical or administrative support; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements:

Some assignments may require a valid California Class C driver’s license and the ability to maintain insurability under the District’s vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/ abusive individuals.

WORK ENVIRONMENT

The employee works in a school office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Administrative Support Workers
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing