

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Equipment Repair Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Construction	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	032 OSS
<b>REVISED:</b>	March 24, 2003		

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**BASIC FUNCTION:**

Perform clerical and manual duties in connection with the receipt and repair of portable district equipment in the Equipment Repair Section of the Maintenance Department.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Receive a variety of portable district equipment in need of repair. **E**

Examine equipment to determine feasibility of repair. **E**

Contact vendors regarding repair costs and length of time required for repair. **E**

Record the location and disposition of equipment submitted for repair in order to prevent loss. **E**

Salvage or dispose of equipment not to be repaired. **E**

Pick up and deliver items to repair sources. **E**

Return or ensure the return of repaired items to proper location. **E**

Package and ship items to out-of-town repair sources. **E**

Issue purchase order number to vendors upon completion of repairs and record repair costs. **E**

May contact vendors regarding items submitted for repair, invoices not received, or discrepancies in repair costs.

Keep various logs and files. **E**

Type routine reports and forms. **E**

Provide direction to office clerical personnel in the absence of the supervisor. **E**

May make minor repairs to tools or equipment.

Perform other duties reasonably related to the job class.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school and three years of paid general equipment repair and clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Typing/keyboard at a net, corrected speed of 25 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Portable, mechanical, industrial, and electrical equipment.

Standard office procedures.

Technical aspects of field of specialty.

Reading and writing English communication skills.

**ABILITY TO:**

Read, write, and speak the English language.

Typing/keyboard at a net, corrected speed of 25 words per minute.

Operate standard office equipment including microcomputers and related software applications.

Plan and organize work and keep detailed records.

Establish and maintain effective working relationships with others.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, outdoor setting; driving a vehicle to conduct business.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.22.04—PeopleSoft

Job Code 8079

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