

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Equipment Services Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	050 OTBS
REVISED:	September 3, 2002		

BASIC FUNCTION:

Administer all maintenance and service contracts for district equipment; direct the work of clerical and other assistants.

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

Perform administrative detail related to maintenance and repair contracts involving a wide variety of district equipment. **E**

Visit schools and other district sites to determine repair or replacement needs and to inspect service work performed by vendors. **E**

Evaluate economical repair status of individual or classes of items and make recommendations for repair or replacement. **E**

Obtain repair services for all equipment not included in contracts. **E**

Attend pre-bidding conferences with vendors and district staff, recommend service parameters, and assist in the preparation of bid contracts. **E**

Assist in evaluating bids and recommend awards. **E**

Administer bid contracts; prepare maintenance agreements and vendor repair contracts. **E**

Provide liaison between district staff and vendors regarding equipment, maintenance contracts or agreements, and repair service. **E**

Prepare status reports as required. **E**

Make special cost studies and submit reports. **E**

Prepare budget estimates for office machine service contracts. **E**

Maintain various inventory and equipment service listings. **E**

Act as section leader of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to college level courses in business administration, public administration, or a related field, and two years of recent purchasing, administrative, or office management experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office management procedures and methods.
Reading and writing English communication skills.

ABILITY TO:

Obtain repair services for district-wide office and classroom equipment and to coordinate related activities.

Prepare reports, correspondence, statistical analyses, and financial statements.

Lead the work of others.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with vendors, bid contractors, and staff.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and perform assigned duties; sitting or standing 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.

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