

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Maintenance and Operations Program Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OTBS
REVISED:	October 8, 2002		

BASIC FUNCTION:

Assist in determining need for and procure materials, supplies, equipment, and services and perform clerical functions for a variety of maintenance programs; maintain a specialized record-keeping system.

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

Assist in determining needs for and order supplies, materials, tools, equipment, and services for programs. **E**

May negotiate price changes; contact vendors, purchasing staff, and warehouse staff to obtain price quotations, procure materials, determine availability and sources of materials, arrange for pickup or delivery, track deliveries, and determine status of material orders. **E**

Communicate with department staff, the general public, and customers of program services to answer questions, record and respond to requests, resolve concerns/complaints, dispatch workers in response to emergency needs, interpret documents and drawings, route messages, and schedule appointments. **E**

Provide general clerical support including filing, copying, and reception services. **E**

Verify material used against work orders. **E**

Enter, maintain, update, and extract a variety of information in computer system, e.g., labor, material, work assignment, and completion to provide data or produce computer generated reports. **E**

Use telephone, two-way radio, computer, pager, public address system, and fax machine in communication duties. **E**

Receive, issue, and may store and track keys, supplies, materials, tools, and equipment for programs. **E**

May drive a van, pick-up truck, or fork lift in picking up or delivering materials.

May deposit hazardous materials into appropriate containers.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent paid, clerical and manual work experience in a maintenance, construction, purchasing, or warehouse setting.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Reading and writing English communication skills.

Maintenance and construction terminology, practices, materials, and equipment.

Standard office procedures and methods, including skill in record-keeping and file organization.

Basic computer operation including keyboarding.

ABILITY TO:

Perform arithmetic computations.

Learn sources of supplies and basic material ordering procedures and regulations.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule that may involve occasional driving and/or physical exertion; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.

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