

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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|--------------------|----------------------------|------------------------|---------------------|
| <b>TITLE:</b>      | Maintenance Scheduler      | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Maintenance and Operations | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt                 | <b>SALARY GRADE:</b>   | 048<br>OSS          |
| <b>REVISED:</b>    | July 1, 2002               |                        |                     |

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**BASIC FUNCTION:**

Develop plans to accomplish assigned maintenance and construction work on a timely basis; prepare and maintain weekly work schedules.

**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**

Prepare, issue, and maintain master schedule of maintenance work. **E**

Adjust schedule as necessary. **E**

Conduct weekly scheduling meetings with shop supervisors, planners/estimators, site staff, and others to prepare tentative schedules. **E**

Work closely with others regarding material availability. **E**

Monitor progress of maintenance projects. **E**

Coordinate portable building moves within the district including utilities hookups and site development. **E**

Secure permits and arrange utility services for all schools. **E**

Analyze data and prepare appropriate management reports including backlogs, weekly and monthly status reports and completed projects. **E**

May visit sites to assess work in progress.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to graduation from high school and three years of construction trade experience including two years job scheduling experience of multi-craft projects.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

Availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Relationships of all building trades and materials.

Basic arithmetic.

Estimating maintenance and construction procedures, and the sequencing of multi-craft projects.

Reading and writing English communication skills.

Automated management systems.

**ABILITY TO:**

Read, understand, and interpret engineering drawings, sketches, material lists, specifications, and job requests.

Perform calculations such as percentages and ratios.

Establish and maintain effective working relationships with all levels of district staff.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Utilize a personal computer to extract scheduling data.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate 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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Job Code 8023

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