

MAINTENANCE & OPERATIONS TECHNICIAN

DEFINITION

Under general direction, perform complex technical and responsible functions pertaining to reactive maintenance work order database, preventative maintenance work order database, building component specific district-wide inventories; prioritize reactive maintenance works orders; plan, organize and develop reports and summaries; perform responsible and specialized accounting functions; perform routine administrative tasks for more than one manager/supervisor; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform a variety of technical functions, research, and analysis pertaining to the District's preventative and reactive maintenance program and facility condition information system; research data and assist in preparing schedules, assigning work orders, studies, reports and other documentation for district committees, the Board of Education, and local and state agencies; input and maintain data and generate reports in districtwide work order, reactive and preventative maintenance, labor, materials, productivity and efficiency database; maintain building inventory and prepare periodic reports; maintain computer data and generate technical and complex reports in a variety of formats; prepare charts and graphs; perform complex and technical fiscal record management operations related to labor hours and materials; create, assign, monitor, schedule and facilitate trade specific tasks across all district properties in relation to the work order system; provide support requiring the use of independent judgment responding to technical questions and provide information regarding work order interface practices; train new users in work order application as a requester, site administrator and as a technician; prepare reports utilizing spreadsheet applications; coordinate service calls with M&O personnel and school sites and city and state agencies; assist public with use of school facilities regulations; monitor and maintain access control credentials; create database as needed to track district and site-based employee badge credentials and site access; understand and interpret HVAC web-based portal information to troubleshoot and assign HVAC work orders based on issue, need and urgency; respond to technical questions and provide information regarding routine policies, procedures and operational guidelines to school sites, the public and various public agencies; perform related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Organization and planning of maintenance methods, trends, techniques and practices;
Methods, practices and procedures pertaining to accounting and building component related record management systems;
Utilization and adaptation of computer software packages for a variety of applications;
Standard office practices, procedures, and techniques.

Ability to:

Independently prepare comprehensive, accurate preventative and reactive maintenance summaries and reports;
Read and interpret reactive work order descriptions, photos, site maps, blueprints, or similar legal documentation and/or operate computerized work order/ facility condition information system;
Learn and apply specific laws, rules, regulations, and policies affecting school preventative and reactive maintenance, project planning, labor compliance, facility operations, and the school district;
Communicate effectively in oral and written form;

Ability to (continued):

Establish and maintain effective recordkeeping system;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, computer and peripheral equipment;
Comply with timelines and deadlines;
Establish and maintain a positive, effective working relationship with District staff and others involved in the maintenance process;
Understand and carry out oral and written directions;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 50 words per minute from clear, legible copy;
Operate calculator/numeric keyboard efficiently;
Proficient operation and knowledge of computer system;
Proficient execution of word processing, spreadsheet, and database applications;
Familiarity/knowledge of square foot, acreage, and area calculations.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in business office organization and planning, construction, education or related areas. Experience may be substituted for formal training or coursework.

Experience:

Three years of experience in facility condition assessment, preventative and reactive work order management, accounting, office management, or related areas.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I