

JOB DESCRIPTION

November 2014

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

MAINTENANCE & OPERATIONS SPECIALIST

General Purpose:

A Maintenance & Operations Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Maintenance & Operations Specialist serves as clerical, logistics, and warehouse specialist to assigned Placer County Office of Education (PCOE) administrative staff; performs a variety of complex clerical and warehouse duties; assists the administrators and departmental staff in a variety of administrative and staff functions, including dealing with the public and county office staff, inventory, and shipping and receiving of office and warehouse supplies.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Performs complex clerical and administrative detail work for assigned PCOE administrative staff.
- Assists in performing a variety of duties related to the shipping, receiving, inventorying, storing and issuing of supplies, equipment, mail, archived records; assures supplies, equipment, materials and mail are delivered in a timely manner.
- Addresses order errors and/or necessary returns of damaged items to vendors.
- Tracks supplies and equipment and uses computer software programs and set guidelines to process requisitions and purchase orders.
- Assists in storing items received in the appropriate section of the warehouse in a safe and organized manner.
- Assists office visitors and telephone callers.
- Answers inquiries, responds to concerns, and assigns work orders to other staff as appropriate via departments online work order system.
- Compiles information for records and reports.
- Composes correspondence, types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Maintains inventories including office and warehouse supplies and program material.
- Maintains detailed records of program activities and functions for a variety of programs, according to program guidelines and requirements.
- Attends meetings, taking and transcribing notes of proceedings.
- Compiles data, researches historical information and prepares reports.
- Processes purchase orders and assists with department budgets.
- Processes and assists in pulling and prepping warehouse orders for delivery.
- Assists in issuing stock in accordance with approved requisitions; communicates with school sites and PCOE personnel regarding the pickup and delivery of orders; and responds to emergency requests.
- Assists in performing archived records research.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Knowledge, Skills and Abilities:

- Knowledge and skills in filing and recordkeeping procedures.
- Knowledge of letter and report writing.
- Knowledge of receptionist and telephone techniques.
- Knowledge of office practices, methods, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of mathematics.
- Comprehensive knowledge of the program area where assigned.
- Knowledge of laws and regulations affecting assigned program functions and services.
- Knowledge of financial, budgetary and account recordkeeping.
- Knowledge of purchasing and inventory procedures.
- Knowledge and ability in the operation of computer equipment.
- Skills in Microsoft Office Suite and specialized department software applications.
- Interpersonal skills.
- Ability to perform a variety of difficult clerical and administrative detail work.
- Ability to interpret and apply rules, policies, and regulation with good judgment in a variety of situations.
- Ability to operate a variety of warehouse equipment including, but not limited to, postage machines, electric and hydraulic pallet lifts, banding and shrink-wrap machines, and a computer.
- Ability to work with minimum supervision.
- Ability to compile information and prepare accurate reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to type at a rate of 45 words per minute (wpm) from clear, legible copy.
- Ability to work with word processing and other computer software.
- Ability to deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Ability to establish and maintain cooperative working relationships.
- Ability to maintain a variety of administrative files and records.

Required Testing:

- Applicants may be tested on skills applicable to position.

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Certificates

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 45 net wpm issued within the last two years.
- Possession of a valid forklift certificate is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, as well as in a warehouse or outdoors; continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing, pulling or moving objects up to 50 lbs. and occasional lifting, carrying, pushing, pulling or moving objects in excess of 50 lbs. with assistance; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 27.5

Reviewed and Approved:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____



11/18/14
11/18/14