

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: MAINTENANCE, OPERATIONS AND FACILITIES ASSISTANT

BASIC FUNCTION:

Under the direction of Director, Maintenance, Operations and Facilities, provides a variety of responsible clerical and maintenance support to the maintenance and operations department; communicates information to staff and the public and provides information; prepares and maintains a variety of records and reports.

DISTINGUISHING CHARACTERISTICS:

The Maintenance Operations and Facilities Assistant classification provides diversified technical and clerical support to the Maintenance, Operations and Facilities department requiring an understanding of a process or functional area and requiring a higher level of independent judgement. The Maintenance Operations and Facilities Assistant classification is the mid-level classification in the Administrative Support family and provides an opportunity to learn the terminology, processes and operations of an assigned school site or District office. Incumbents provide general and varied clerical support to an assigned office.

REPRESENTATIVE DUTIES:

Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.

Coordinates monitors and maintains the District work system for the purpose of ensuring the timely completion of maintenance, operations, and facilities related work.

Maintains inventory and prepares requisitions for the purpose of maintaining adequate department office and custodial supplies.

Maintains, monitors, and updates department personnel leave requests and balance documents for the purpose of reconciling absences

Manages key inventory and distributes keys to substitutes so as to provide temporary access to assigned work areas and ensure that they are returned, and logging them back into the inventory system.

Processes department overtime and compensatory timesheets.

Provides information to both internal and external customers (e.g., staff, parents, students, public agencies) for the purpose of providing general information and/or routing inquiries.

Provides site personnel with information regarding the status of work orders.

Provides technical support in the general skill trades for the purposes of conveying pertinent information to customers in order to minimize damage to District property, disruption of services, and promote the safety and security of staff and students.

Receives and processes state, county, city, and internally generated fire and facility inspection reports for the purposed of generating work orders to address safety concerns and providing information to other District departments.

Troubleshoots request for repairs, maintenance, and improvements for the purpose of ensuring the proper assignment of personnel and communicating emergency work orders.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic math, including calculations using fractions, percent's, and/or ratios.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of diversified clerical duties in support of an assigned office or program.

Answer telephones and greet the public courteously.

Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain records and prepare reports.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.
Perform arithmetic calculations quickly and accurately.
Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and 3 year of general clerical experience or 3 years of experience working in the building trades. At least one year of experience in a school district maintenance department is highly preferred.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally to retrieve files or materials.
Lifting, carrying, pushing or pulling light objects.

FLSA Status

Non Exempt

Approval Date

3/15/18