



Fremont Union High School District

Position: Maintenance Operations Support Specialist

Department/Site:	District Office	Range:	111
Reports to/ Evaluated by:	Maintenance Administrator	Work Year:	245
		Months:	12

Summary of Basic Functions & Responsibilities

Under the supervision of the Maintenance Administrator, performs a variety of office secretarial, clerical, and logistics support duties involving keyboarding, filing, and maintenance of specialized records and reports for facility use, building and grounds maintenance, energy, and custodial services. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

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.

- Performs responsible secretarial and clerical duties for the department Director and other lead skilled personnel; answers Multi-Line Terminal telephone and provide information as requested; refers callers to appropriate personnel as necessary.
- Serves as a receptionist for warehouse deliveries, maintains a log, notifies intended delivery recipients and answers inquires about shipments stored in the warehouse. Expedites express deliveries to their intended recipients. Researches expected deliveries that do not arrive on schedule.
- Attends specialized training on the use of a forklift in order to receive large deliveries.
- Schedules appropriate training sessions for maintenance staff on use of large mechanized equipment including fork lifts, scissor lifts, articulating lifts, and personal lifts. Ensures training records are kept up to date.
- Receives notifications from staff members on building maintenance problems, need for cleaning and/or servicing of facilities and equipment, etc., and takes action to resolve or refer to manager, or other appropriate staff members or organization units, for further assistance.
- Receives and/or prepares work orders. Enters information, including budgetary coding, into a database used to plan and prioritize work. Distributes work orders and coordinates supply and material needs. May establish priority to urgent work order requests to optimize use of staff. Prepares ad-hoc reports about existing open and aging work orders for Director and Mechanic staff.
- Assists the Director by prioritizing and dispatching Maintenance personnel to sites when immediate action is required. Locates Maintenance personnel on behalf of the Director. May use two-way radio communications in this activity.
- Maintains transportation and maintenance records for various assigned vehicles. Schedules annual vehicle smog inspections as needed for all street-legal district-owned vehicles and maintains vehicle registrations on existing Maintenance and school auto shop vehicles, interfacing with local Department of Motor Vehicle office if required. Ensures new vehicle purchases are registered in a timely fashion to comply with state law. Schedules required vehicle recall repairs with local dealers. Submits reports according to state guidelines.
- Performs monthly radio checks to ensure function of emergency communications system. Reports results to Associate Superintendent and recommends courses of action when repairs may be necessary.
- Coordinates and assists others with data entry of business transactions (e.g. purchase orders, contractor invoices, etc.). Enters data into established data entry screens.

- Serves as receptionist to vendors, staff, and the public. Answers inquiries, makes appointments, and provides information concerning the services offered by the Department.
- Communicates with various outside organizations, including contractors, law enforcement, fire departments, as well as community members.
- Schedules regular, ongoing inspections by vendors and public safety officials of fire suppression systems, backflow devices, and elevators and wheelchair lifts across all District sites. Coordinates repairs to these systems with appropriate vendors as necessary.
- Maintains District Hazardous Waste Disposal Records according to local standards and keeps these records prepared for random, no notice audits by public safety officials.
- Establishes and maintains program and project files.
- Schedules, attends, and records attendance and proceedings for a variety of meetings.
- Assists with preparation of, and ensures timely distribution and receipt of, a variety of records and reports to outside agencies. Requests or provides information as necessary to assure completeness and accuracy.
- Prepares documents for billing the City of Sunnyvale for a joint-use pool operation at Fremont High School to include monthly collection of pool related utility meter readings.
- Monitors budgets and allocates funds for various work sections, including student and temporary help. Submits budget transfer requests. Prepares periodic reports of financial activity for management review.
- Compiles statistical data, posts routine administrative or financial transactions, or other data, and maintains various department information in established data entry formats. Searches for information in departmental records and files.
- Processes invoices for payment after verifying goods and services are received, forwarding to accounts payable for further processing. Maintains electronic copies of all invoices, quotes, contracts, and purchase orders for maintenance operations.
- Tracks problem areas connected with purchase orders, regularly checks budget balances of assigned sections, monitors expenditures and notifies appropriate staff member(s) of changes requiring their attention.
- Reviews and processes employee time sheets and attendance reports of staff members of assigned sections for accuracy and completeness, notifies affected parties of necessary corrections on a timely basis, makes appropriate copies, and arranges for substitute employees.
- Collects and submits orders for department uniforms and ensures that each site receives their order correctly.
- Researches vendors to locate best-priced parts for maintenance repairs and/or upkeep. Orders parts as needed from online vendors. Sets up online accounts as needed.
- Maintains local stock of assorted high-value HVAC parts. Refills stock as needed.
- Develops and maintains a database of assigned parking permits and assigns parking permits to employees.
- Assists in training Maintenance staff on Maintenance related software when necessary. Provides support to site Facilities Managers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of modern office practices, procedures and equipment including receptionist and telephone techniques and etiquette.
- Requires knowledge of administrative filing systems and file maintenance.
- Requires knowledge and understanding of the principles and procedures of record keeping.
- Requires knowledge of office productivity software used in word processing, spreadsheets, and data entry.
- Requires knowledge of FCC codes and two-way radio procedures.

- Requires a basic knowledge of the materials used in connection with facility maintenance, grounds, custodial, and remodeling.
- Must understand mathematics sufficient to perform columnar calculations, decimals, fractions, etc.
- Requires sufficient command of English, grammar, spelling and punctuation to prepare correspondence and reports.
- Must have sufficient communication skills to greet and work cooperatively with staff, students, contractors, and the public.
- Requires the ability to perform the essential duties of the position independently, efficiently, and effectively, including the coordination of administrative activities for the department.
- Must be able to learn, understand and apply district rules, regulations and policies and the special terminology used in the department.
- Must be able to work under pressure and meet deadlines, timetables, etc., organize workload and prioritize work activities.
- Must be able to maintain productive working relationships with staff, and the general public.
- Must be able to compile numerical and operations data for reports.
- Must be able to operate general office equipment, including electronic typewriters, photocopiers, calculators, and telephone equipment.
- Requires the ability to keyboard accurately and operate a microcomputer and peripheral equipment and use common office productivity software such as word processing, spreadsheets, e-mail, and access of databases.
- Requires the ability to use a two-way radio.
- Operates a variety of office equipment, such as microcomputers, printers, copiers, document folders, shredders, and calculators.
- Must be able to file documents accurately using alphabetical and subject matter filing systems.
- Requires the ability to monitor budget documents, including income and expenditures, and make arithmetic calculations of average difficulty.
- Requires the ability to maintain patience, and achieve cooperation when dealing with others.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.

Education:

- The position requires a high school diploma or equivalent supplemented by courses in computers and office practices and four years of responsible office, public contact or secretarial experience, including at least one year in a maintenance or construction environment.

Licenses & Certificates:

- Requires a valid Driver's License and Forklift certificate.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in an office environment subject to constant interruptions.