



ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548
Phone (951) 926-9244 • FAX (951) 926-2170

JOB DESCRIPTION

Operations Technician

DEFINITION:

Under general supervision to perform responsible clerical and manual functions pertaining to the District's Maintenance, Operations, Transportation, Warehouse and Inventory Programs; to act as the District's mail/delivery driver; and to perform other related duties as assigned.

Examples of Duties

- Performs clerical activities related to the daily functions of the Maintenance, Operations, Transportation, Warehouse departments;
- Answers phones, types letters, memos, purchase requisitions, field trip request
- Performs manual and clerical duties involved in receiving, storing and delivery of supplies, materials, books and equipment.
- Receives equipment, checks for damage, maintains accurate inventory, identifies all new property received by the District;
- Inputs orders for classroom supplies;
- Assists in processing necessary paperwork;
- Operates vehicles for deliveries;
- Provides support to Risk Management and Disaster Preparedness programs as directed.

Qualifications

Knowledge of:

Principals, methods, techniques, equipment related to warehousing, maintenance, and operations procedures and mail order/delivery functions.

Ability to:

Perform duties without close supervision, understand and follow oral and written instructions, make arithmetic computations, operate computers, understand inventory procedures, perform clerical tasks, ability to lift up to 40 lbs.

Experience:

Prior experience working in a school desirable but not required.

Education:

High school diploma or equivalent

License

Valid California Driver's License

Employment Status: Bargaining unit position/agency shop.

Revised: 1/1995