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## Job Description

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**POSITION TITLE:** Operations Assistant (TEMPORARY) #4065

**SALARY PLACEMENT:** Classified Temporary Hourly Salary Schedule  
Range 25/A

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**SUMMARY OF POSITION:**

Under direction of management personnel, assists in maintaining the facilities and operations of the San Joaquin County Office of Education. Completes related work as required.

**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Equivalent of the completion of the twelfth grade. Possession of a valid California driver's license and maintain a good driving record.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Basic knowledge and ability to perform general repairs related to carpentry, plumbing, electrical, wall and floor covering and related grounds maintenance.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Knowledge of:  
assigned software

Ability to:

- use materials and equipment to perform building and grounds maintenance
- work efficiently and safely
- understand and carry out oral and written instructions
- maintain cooperative relationships with those contacted in the course of work
- relate positively to students and staff
- be flexible and receptive to change
- operate a computer

Possess:

- possess a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Perform basic maintenance work on buildings, equipment, and furnishings.
2. Assist staff with various projects and build special equipment and program materials as needed.
3. Set up facilities for events.

4. Assist in maintaining SJCOE vehicles.
5. Move furniture, classroom supplies, and equipment to designated locations.
6. Perform other maintenance tasks such as changing light bulbs, installing dead bolts, constructing partitions, and air conditioning maintenance.
7. Assist in restoration and major cleaning of buildings and grounds during school breaks.
8. Keep equipment clean and in operating order.
9. Operate necessary machines, tools, and equipment.
10. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, pull, lift, and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read, and understand rules and policies, labels, and instructions.
6. Verbal communication including the ability to speak and hear at normal room levels.
7. Ability to use telephones, office equipment and computer.

**WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments; exposure to dust oils, and cleaning chemical; may work on ladders or scaffolding, may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff, district office staff, and the public.

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