

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MAINTENANCE COORDINATOR-DISPATCHER (Range 21)**

#### **BASIC FUNCTION:**

Under direction of the **Assistant** Director of Maintenance and Operations, plan, organize, coordinate, review and control maintenance work requests for routine and emergency repairs; perform a wide variety of complex and responsible clerical tasks and assist in the coordination and dispatching routine and emergency building and equipment maintenance repair work.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, coordinate, review and control maintenance work requests for routine and emergency repairs; prioritize, schedule and dispatch appropriate maintenance areas as necessary. *E*

Develop, prepare, and maintain a variety of files, records and correspondence; type letters, reports, bulletins, memos, requisitions, and master copies; prepare correspondence independently and from oral and written instructions. *E*

Receive, screen and route visitors, telephone calls and incoming mail to appropriate personnel. *E*

Provide information to District personnel and the public pertaining to District maintenance policies and procedures. *E*

Assign and coordinate work orders for maintenance requests from schools or departments within the District. *E*

Prepare and maintain a variety of records and reports including work order, attendance, expenditure transfers, ride share records and others. *E*

Issue and control departmental purchase orders for materials and equipment; initiate requisitions for procurement of materials and equipment according to departmental purchasing authority. *E*

Maintain inventory control of materials and equipment orders and requisitions, including annual departmental expenditures. *E*

Coordinate and control District radio-dispatched maintenance vehicle system. *E*

Train and provide work direction to other clerical personnel as assigned.

Take necessary action on emergency maintenance requests according to established guidelines.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Modern office methods and equipment, including PC and applicable software.  
Correct English usage, spelling, and punctuation.

**ABILITY TO:**

Perform complex and responsible clerical work.  
Learn and interpret District policies, procedures, and rules.  
Compose correspondence independently.  
Maintain effective working relationships with others.  
Understand and carry out oral and written instructions.  
Type at 45 words per minute accurately from clear and rough copy.  
Understand and operate a two-way radio communication system.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience in a clerical or secretarial position.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Seeing to prepare and maintain various materials.  
Hearing and speaking to exchange information in person or on the telephone.  
Bending at the waist or reaching overhead, above the shoulders and horizontally to file materials.  
Dexterity of hands and fingers to operate assigned equipment.