

**Hanford Elementary School District  
Human Resources Department  
June 1, 2026**

**NOTICE OF VACANCY:  
DSF WORK CONTROL TECHNICIAN  
\$35.41 - \$43.04/hr.**

**ASSIGNMENT:** School Year 2026-2027; District Service Facilities - 8.0 hours per day, Monday through Friday, 12 months per year. Regularly assigned shift is: 6:00 a.m. to 3:00 p.m.

**MAJOR RESPONSIBILITIES:** The DSF Work Control Technician (DSF-WCT) serves as a DSF team member and is responsible for coordinating activities that go beyond general office support to include work order management and optimization, response and decisions on urgent maintenance requests, staff safety training and coordination of SDS information and SDS training for all DSF departments. The incumbent is expected to apply a working knowledge of work order management, facilities operations, OSHA, Hazard Communications (SDS), DSF purchase orders and coordination of DSF/custodial substitute staff. This position exercises independence of action in routine matters, prepares reports and correspondence, handles complaints from the public or employees. Work involves handling of proprietary and private information.

**REQUIREMENTS:** Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and skills/abilities would be: Associate's degree in business curriculum plus two years of progressive experience in administrative support and financial record keeping; or four years of progressive experience in administrative support and financial recordkeeping. Specific experience in construction accounting, work flow coordination in a school district can be substituted for advanced education on year for year basis. Requires a working knowledge of the special practices, technicalities, and terminology associated with facilities and operations. Requires knowledge of and skill using personal computers and handheld devices to access and use common office productivity software. Office methods, practices, procedures and equipment, including filing systems, secretarial and telephone techniques and letter and report writing with a typing speed of 50 wpm from clear copy.

**WORKING CONDITIONS:**

**Environment:** Office environment; subject to frequent interruptions.

**Physical Abilities:** Vision sufficient to read and write printed material and work on a computer screen; dexterity of hands and fingers to operate standard office equipment; sitting for extended periods of time; walking to various sites at the assigned location; bending and reaching to pull and replace binders and files, turning head and trunk to greet visitors in the office; and, hearing and speaking to exchange information in person on the phone and on a two-way radio.

**Interested applicants will need to:**

1. Apply on [Edjoin.org](https://edjoin.org)
2. Answer the DSF Work Control Technician [supplemental questions](#) and attach necessary documents.
3. A typing test must be completed by the filing deadline. Call Human Resources at (559) 585-3619 for typing test information.

For information or application packet, contact:

Human Resources Department  
714 North White Street  
Hanford, CA 93230  
Phone: 559-585-3619  
[www.hanfordesd.org](http://www.hanfordesd.org)

**FINAL FILING DATE: FRIDAY, JUNE 12, 2026, BY 4:00 P.M.**

The Hanford Elementary School District does not discriminate on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation at any district site and/or activity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to perform the essential functions of the position for which application has been made.