



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

MAINTENANCE & OPERATIONS SPECIALIST

JOB SUMMARY

Under the direction of the Director of Maintenance and Operations: assists in the operation, planning, coordination, development, and implementation of the work order system that is the responsibility of the Maintenance and Operations Department.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Ensure equitable distribution of work orders by trade;
2. Maintain records for various routine functions including, but not limited to, vehicle inspections, work order tracking, daily attendance, etc;
3. Be the key operator of specialized work order systems;
4. Assign user access to the work order system;
5. Prioritize work orders based on urgency and impact;
6. Answer telephones, give information, take messages and/or redirect calls;
7. Responsible for compiling records and information for administrators within the department;
8. Assist employees with work order paperwork as necessary;
9. Attach vendor receipts to the appropriate work order and track costs;
10. Assist with tracking and scheduling planned overtime for grounds, custodial and maintenance staff;
11. Call for subs to cover vacancies;
12. Communicate and coordinate with vendors that provide essential services to the district;
13. Assist other department staff as necessary;
14. Receive orders from warehouse and contact employees for distribution;
15. Perform other related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The geography of the District, including school and facility locations;
2. Standard staff reporting procedures;
3. Applicable laws, ordinances, codes, regulations, policies and procedures;
4. Modern office methods and procedures and office equipment operation;
5. Telephone communication techniques.

Ability to:

1. Operate a computer and other office equipment;
2. Communicate effectively both orally and in writing;
3. Establish and meet schedules and timelines;
4. Make independent decisions and work independently with little direction;
5. Organize tasks, set priorities and meet deadlines;
6. Present a positive image of the school district to the public;
7. Establish and maintain cooperative and effective working relationships with others;
8. Read, analyze, and interpret various documents related to the position;
9. Perform repetitive and manage multiple tasks;
10. Respond appropriately to direction and continuous changes in work setting;
11. Evaluate situations and determine priorities;

12. Type or keyboard at a net corrected speed of 45 words per minute;
13. Access and use District-adopted web-based systems.

EDUCATION / EXPERIENCE

Education: High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

Experience: Three (3) years of responsible office level experience, including public contact, preferably including some experience in a maintenance department setting.

REQUIRED LICENSES AND/OR CERTIFICATES

1. Possession of and maintain a valid California Driver's License during the course of employment;
2. Have an acceptable driving record;
3. Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

Physical Demands: Reach, bend, stand, walk, look up/down (frequently); sitting (up to continuously); stoop, squat, kneel, climb (to roof), push, pull, handwriting, phone, twist (occasionally); crawl, lay down (infrequently); lift/carry office supplies up to 10 pounds (occasionally); lift/carry up to 25 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

Working Conditions: Maintenance and Operations office and outdoors. Exposure to: inside/outside temperatures swings (30 F to 120 F), dust, wind, sun and noise. Use of office equipment & supplies.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 34
12 Month Work Year

October 2023