

MAINTENANCE AND OPERATIONS/SCHEDULER-EXPEDITER

DEFINITION

Under general direction, to perform functions of work order assignment and monitoring, supply source identification and evaluation, material ordering and to do related work as required.

EXAMPLES OF DUTIES

Identify trades needed to perform requested on work orders; distribute work orders to shops; perform major equipment and building inspection to determine preventive and corrective maintenance; obtain clarification of work requested from customers when required; assist in coordinating maintenance of work with Maintenance and Operations Planning Technician; identify and evaluate sources of supply for equipment and material based on price, timeliness and quality; recommend supply sources; estimate shop hours for routine jobs; coordinate schedules for in-house shop efforts with larger jobs; track commitments made against open purchase orders; direct parts driver as to route, schedule and requirements; maintain shop stocks and tool crib; maintain office space assigned in a neat and orderly condition; visit job sites and assist with maintenance task; perform all duties and possess all qualifications common to at least one of the trades classifications and coordinate annual fire/life safety inspections and ensure corrective work is done as necessary.

QUALIFICATIONS

Knowledge of

Methods, tools, parts and materials used in a broad spectrum of building, grounds, vehicle and equipment maintenance; computer-controlled equipment; work scheduling methods and procedures; supply and accounting procedures for purchase orders and requisitions; and safety and health regulations pertaining to maintenance trades.

Ability to

Analyze routine work orders to determine trade skills required and approximate time estimates for accomplishment; solicit appropriate information by phone and/or site visit to clarify work requested; schedule and coordinate work requiring multiple shops; evaluate material, equipment and vendors for cost, quality and timeliness; record and maintain orders placed against open purchase orders; use district work order system; after appropriate training safely use machines, equipment, and tools related to job duties; understand and carry out oral and written instructions; and maintain cooperative working relationships.

Experience

Three years of experience in one or more maintenance trades which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, preferably supplemented by appropriate vocational course work and training in maintenance control processes.

Physical Performance Requirements

Occasional lifting of less than 20 pounds. Frequent standing, walking, with some twisting, bending, stooping, and squatting. May work on irregular surfaces or at heights above the ground.

Licenses

Possession of a valid and appropriate California Driver's License required.

Board Approved: June 11, 1991

Revised: February 11, 1997

Revised: December 12, 2000, effective January 1, 2001

Revised: December 14, 2016, effective March 9, 2017