

MAINTENANCE AND OPERATIONS PLANNING TECHNICIAN**DEFINITION:**

Under the supervision of the Manager of Maintenance and Operations, assist in supervising and monitoring the assignment and processing of all work orders for crafts and trades, custodial, grounds keeping and deferred maintenance operations, and environmental compliance issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate, prioritize and assign work orders.
- Schedule and monitor both in-house work and contracted projects for Maintenance and Operations, including job walks and inspections of work in progress.
- Implement and monitor multi-year maintenance and deferred maintenance plans.
- Assist in evaluating environmental compliance and preparing plans to correct deficiencies and report results to appropriate outside agencies.
- Develop work procedures.
- Develop job specifications for projects.
- Prepare daily, weekly and long-term work schedules, monitor work in progress and redirect resources as required.
- Implement and monitor computerized work order system, prepare project status reports and develop productivity rates.
- Communicate and interact with school site administrators on status and completion of work orders.
- Maintain historical maintenance and operations records.
- Set up and maintain district equipment records.
- Perform DSA-type inspections of rental trailers/portables/classrooms.
- Set up and install network computers.
- Act as computer administrator/network administrator of the EMS (Energy Management System).
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Methods, tools, parts and materials used in a broad spectrum of building and grounds maintenance; work scheduling methods and procedures plus planning philosophy and techniques; safety and health regulations and DSA inspection regulations pertaining to building and maintenance trades and codes governing repair and construction of schools; time management and prioritization; project management for large projects, i.e., installation of portables, remodels, and new construction; computer programs such as AutoCad, Microsoft Word, Microsoft Excel, Carrier Comfortworks, some knowledge of Microsoft SQL, and Windows 2000 Server; computer network administration preferred.

Ability to:

Coordinate and schedule maintenance and operations work and maintain automated records and documents generated in connection with assignment and monitoring of work orders; prepare scheduled and special reports and analytical studies; use computer programs to assist in tracking open and completed work orders; assist in the selection, training and evaluation of staff; understand and carry out oral and written instructions; read blueprints, both paper and AutoCad; establish and maintain effective working relationships.

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Maintenance and Operations Planning Technician

Experience:

Four years of experience involving utilization of trades, custodial and grounds personnel which has provided the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school, appropriate vocational course work and training in maintenance and operations functions, relevant college-level courses preferred.

Physical Performance Requirements:

Moderate: Frequent lifting with moderate lifting on occasion. Lifting is often combined with twisting, bending, stooping and squatting. May work on irregular surfaces or at heights above ground. May be subject to sudden physical demands.

Licenses:

Possession of a valid California Driver's License.

Board Approved: April 23, 1996

Revised: October 8, 2002