

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHEDULING TECHNICIAN II – MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under the direction of the Director of Maintenance & Operations or designee, provide technical assistance in the administration of the District's Maintenance and Operations program; perform diverse tasks in the collection, processing, and maintenance of a wide variety of information. Serve as a backup performing the tasks of the Scheduling Technician as needed and/or assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents shall collect, analyze, and process information for the Maintenance & Operations Department; provide staff and vendor support relating asset repairs, asset replacement, asset testing, and projects; conduct detail-oriented studies; occasionally conduct site walks.

ESSENTIAL FUNCTIONS:

Operate the District's Computerized Maintenance Management Software (CMMS), provide support to other users as needed. Create, update and close work orders. Input data as required.

Answer maintenance telephone calls and assist callers with maintenance emergencies, work order requests, site modification questions, etc. Route callers to the appropriate staff as needed.

Summarize data concerning asset repairs, replacement, testing, site modifications, and public works projects.

Serve as a backup performing the essential functions of the Scheduling Technician as needed and/or assigned.

Research, field check and maintain current information on fire safety inspections and the storm water program within the District.

Prepare and maintain a variety of reports and spreadsheets related to assigned activities

Communicate with District staff, Fire department(s), vendor(s), state and local agencies, and the general public to gather information.

Monitor and support CUPCCAA procedures for the Maintenance and Operations department.

Operate a computer, assigned software programs and smartphone, operate other office equipment as assigned.

Drive a district vehicle to sites; conduct site visits.

Attend and participate in a variety of meetings such as: bid meetings with outside contractors and suppliers; informational meetings with vendors; in-service trainings, etc.

Assist in the preparation of RFP's (Request for Proposals) for the Maintenance and Operations Department.

Perform other related duties, as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Oral and written communication skills.
- Customer service techniques.
- Applicable laws, codes, regulations, policies, and procedures.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience, and courtesy.
- Use assigned software to collect data, create documents, emails, forms, spreadsheets, etc.
- Facility trades identification for construction and repairs.
- Ability to follow policies and objectives of assigned program and activities.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health and safety regulations.
- Proper lifting techniques.
- Operation of a computer and assigned software, and smartphone.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.
- Basic research methods.
- Basic math.

ABILITY TO:

- Plan and schedule activities, assignments, and events.
- Communicate effectively both orally and in writing.
- Create documents, emails, forms, spreadsheets, etc.
- Research, compile and verify data.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze information and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to; graduation from high school, experience with using Microsoft Office Suite software, Google Drive, CMMS (computerized maintenance management system) program(s).

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

BOARD APPROVED: August 9, 2022