

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHEDULING TECHNICIAN - MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan and schedule Department tasks and events; provide assistance to individual school and administrative sites with specific maintenance, grounds or custodial needs.

ESSENTIAL FUNCTIONS:

Retrieve and process work orders; receive phone calls concerning work orders; input related data into assigned computer system.

Research, plan and schedule Department projects; organize and issue approved work assignments to department staff.

Monitor progress and activities related to scheduled assignments; perform field checks to verify project status and identify additional needs.

Maintain records and calendars for assigned tasks; establish and maintain filing systems.

Contact employees and vendors to gather information needed to plan and schedule projects.

Schedule substitutes to cover employee absences as needed.

Receive telephone calls, take messages, and provide assistance; respond to inquiries and provide information; resolve complaints, issues or concerns; communicate issues to and receive guidance from assigned supervisor.

Drive a vehicle to District sites to transport equipment and supplies.

Compile information related to new sites, modernizations, equipment, training and assigned projects; research and document information related to assigned tasks; prepare reports related to the planning and scheduling of Department activities.

Compose a variety of documents including general correspondence, agendas, reports, and memoranda independently and from oral or written instructions.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Collaborate with District personnel to plan and schedule funding sources for Department projects.

Perform 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.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Health and safety regulations.
Proper lifting techniques.
Operation of a computer and assigned software.
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 Department tasks and events.
Provide assistance to individual school and administrative sites with specific maintenance, grounds or custodial needs.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Meet schedules and timelines.
Plan and organize work.
Operate a computer and assigned software.
Maintain records and prepare reports.
Perform research and compile and verify data.
Understand and follow oral and written instructions.
Type at a minimum of 35 words per minute from clear copy.
Make basic math computations.
Maintain consistent, punctual, and regular attendance.
Effectively operate a computer keyboard.
Effectively read and analyze a variety of materials.
Effectively communicate in order to exchange and understand information.
Sit for extended periods of time.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and two years clerical experience.

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: September 20, 2022