

**JOB DESCRIPTION**  
November 2014

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**MAINTENANCE & OPERATIONS SPECIALIST**

**General Purpose:**

A Maintenance & Operations Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Maintenance & Operations Specialist serves as clerical, logistics, and warehouse specialist to assigned Placer County Office of Education (PCOE) administrative staff; performs a variety of complex clerical and warehouse duties; assists the administrators and departmental staff in a variety of administrative and staff functions, including dealing with the public and county office staff, inventory, and shipping and receiving of office and warehouse supplies.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Performs complex clerical and administrative detail work for assigned PCOE administrative staff.
- Assists in performing a variety of duties related to the shipping, receiving, inventorying, storing and issuing of supplies, equipment, mail, archived records; assures supplies , equipment, materials and mail are delivered in a timely manner.
- Addresses order errors and/or necessary returns of damaged items to vendors.
- Tracks supplies and equipment and uses computer software programs and set guidelines to process requisitions and purchase orders.
- Assists in storing items received in the appropriate section of the warehouse in a safe and organized manner.
- Assists office visitors and telephone callers.
- Answers inquires, responds to concerns, and assigns work orders to other staff as appropriate via departments online work order system.
- Compiles information for records and reports.
- Composes correspondence, types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Maintains inventories including office and warehouse supplies and program material.
- Maintains detailed records of program activities and functions for a variety of programs, according to program guidelines and requirements.
- Attends meetings, taking and transcribing notes of proceedings.
- Compiles data, researches historical information and prepares reports.
- Processes purchase orders and assists with department budgets.
- Processes and assists in pulling and prepping warehouse orders for delivery.
- Assists in issuing stock in accordance with approved requisitions; communicates with school sites and PCOE personnel regarding the pickup and delivery of orders; and responds to emergency requests.
- Assists in performing archived records research.

## MAINTENANCE & OPERATIONS SPECIALIST/PAGE 2

### Minimum Qualifications:

#### Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### Education:

- High school diploma or equivalent.

#### Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

### Knowledge, Skills and Abilities:

- Knowledge and skills in filing and recordkeeping procedures.
- Knowledge of letter and report writing.
- Knowledge of receptionist and telephone techniques.
- Knowledge of office practices, methods, procedures and equipment.
- Knowledge of correct English usage, spelling, grammar, and punctuation.
- Knowledge of mathematics.
- Comprehensive knowledge of the program area where assigned.
- Knowledge of laws and regulations affecting assigned program functions and services.
- Knowledge of financial, budgetary and account recordkeeping.
- Knowledge of purchasing and inventory procedures.
- Knowledge and ability in the operation of computer equipment.
- Skills in Microsoft Office Suite and specialized department software applications.
- Interpersonal skills.
- Ability to perform a variety of difficult clerical and administrative detail work.
- Ability to interpret and apply rules, policies, and regulation with good judgment in a variety of situations.
- Ability to operate a variety of warehouse equipment including, but not limited to, postage machines, electric and hydraulic pallet lifts, banding and shrink-wrap machines, and a computer.
- Ability to work with minimum supervision.
- Ability to compile information and prepare accurate reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to type at a rate of 45 words per minute (wpm) from clear, legible copy.
- Ability to work with word processing and other computer software.
- Ability to deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Ability to establish and maintain cooperative working relationships.
- Ability to maintain a variety of administrative files and records.

### Required Testing:

- Applicants may be tested on skills applicable to position.

## MAINTENANCE & OPERATIONS SPECIALIST/PAGE 3

### **Certificates**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 45 net wpm issued within the last two years.
- Possession of a valid forklift certificate is preferred.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, as well as in a warehouse or outdoors; continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing, pulling or moving objects up to 50 lbs. and occasional lifting, carrying, pushing, pulling or moving objects in excess of 50 lbs. with assistance; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

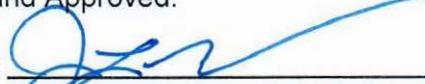
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 27.5

Reviewed and Approved:

Supervisor: 

Date: 11/18/14

Human Resources: 

Date: 11/18/14