

BARSTOW COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE & OPERATIONS SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, performs a variety of administrative duties, work order coordination, program coordination, and warehouse management related to maintenance and operations (M&O) and safety.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

- Performs dispatching and coordination of work to maintenance and operations staff in responding to urgent or emergency repair response as well as response to emergencies such as fire, flood, earthquake, or other types of emergencies as directed. **E**
- Receives and documents work orders for maintenance repair. Assist in the coordination and distribution of work orders to staff as directed by immediate supervisor. Monitors and follows up on status of work orders and keeps supervisor and work order system updated. Process and close work order status upon completion of repairs or maintenance project. **E**
- Assist supervisor administratively. Prepares reports, memorandums, contracts, and other types of correspondence. Assist supervisor in preparing and maintaining schedules and project management records. Tracks project progress and updates supervisor on status. **E**
- Serves as warehouse coordinator. Receives, ships, distributes, and stores materials and supplies. Processes purchase orders for M&O department and projects. Assists district purchasing agent in receipts and inventory of materials and supplies. Helps ensure adequate levels of supplies are maintained for district operations. Assists supervisor in maintaining the budget for the department. **E**
- Processes requests to access district facilities. Duplicates and makes keys for distribution to employees. Issues keys and maintains key records. **E**
- Serves as the point of contact for customer service for M&O department. Answers calls and provides information concerning M&O services. Coordinates facility use program including event set-up and tear-down as directed by supervisor. Coordinates with campus security to provide security services during college events and activities. **E**
- Assist with managing the districts hazardous material and hazardous waste program. Maintain inventory and proper storage of hazardous material. Arrange for proper disposal of hazardous waste. Assist with training staff on the proper handling and use of hazardous material and waste. **E**

- Assist with the coordination of tracking, and documenting of safety training. Assist individuals with submitting safety reports for safety incidents on campus and coordinating safety investigation logistical support. Assist and coordinate the inspection of facilities and other types of safety inspections with outside agencies. Assist with preparation and submission of the annual Clery Report and other safety related reports. *E*
- Supervise student workers assigned to M&O department. Provide student worker indoctrination for students assigned to M&O department. *E*
- Coordinate the district vehicle use and rental program. Process requests and manage rental vehicle check-out and return. *E*
- Participate on committees as required. *E*
- Perform other job related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- computers and software.
- board policies and procedures.
- federal, state, and local laws, codes, and regulations.
- financial systems and purchasing.
- project management.
- warehouse operations.
- modern office practices, procedures, and equipment.
- reporting and recordkeeping techniques.
- public relations techniques.
- diversity, equity, inclusiveness, and access practices.

Ability to:

- work independently with little direction.
- establish and maintain cooperative and effective working relationships.
- meet schedules and timelines.
- maintain records and prepare reports.
- exercise good judgement in problem solving and decision making.
- perform work with many interruptions.
- Coordinate the work of others.
- operate a variety of office and warehouse equipment and software applications.
- work with and exhibit sensitivity to a diverse population.
work as a member of a team.
- communicate effectively with others orally and in writing.

EDUCATION AND EXPERIENCE:

High School diploma or GED equivalent and three (3) years of experience in clerical, project management, maintenance, or other related field to this position.

LICENCES AND CERTIFICATES

Valid California Driver's License.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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| <u>3</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>25</u> pounds. |
| <u>2</u> | i. | Ability to carry <u>25</u> pounds. |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals. |
| <u>3</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.