

JOB DESCRIPTION
Grossmont Union High School District

MAINTENANCE SUPPORT SPECIALIST II

Purpose Statement:

The job of Maintenance Support Specialist II is done for the purpose/s of organizing and coordinating the work management system Districtwide; coordinating special programs and systems such as DMV and purchasing approval; performing a wide variety of responsible clerical duties; and facilitating the timely delivery of buildings and grounds services in a fiscally sound manner, with particular emphasis on safety and security. Incumbents in this classification provide students, staff and the public with well-maintained and safe building infrastructure and facilities which directly supports learning.

This job reports to Executive Director, Facilities Management

Essential Functions

- Assists in establishing production schedules for the purpose of ensuring repairs and placements are made in a timely manner and disruption of services is minimized.
- Coordinates, monitors and maintains the work system Districtwide for the purpose of ensuring the timely completion of maintenance and operations related work.
- Dispatches maintenance and/or grounds personnel for the purpose of processing service requests and ensuring resolution of maintenance issues.
- Evaluates requests for repairs and maintenance for the purpose of ensuring the proper assignment of personnel and communicating emergency work orders.
- Identifies repair needs for the purpose of prioritizing work assignments to minimize damage and/or disruption of services.
- Informs site personnel for the purpose of providing information regarding the status of work orders.
- Maintains manual and electronic documents, files and records (e.g. work orders, contracts, equipment repair orders, inventory data, DMV documents, leave requests, workers' compensation, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Monitors maintenance services agreements (e.g. elevator operations, wheelchair lifts, dumb waiters, hydraulic passenger and chair lifts) for the purpose of complying with State labor codes.
- Performs record keeping and program specific clerical functions (e.g. copying, faxing, filing, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares public work contracts (e.g. division of apprenticeship standards, disclaimer form, non-collusion affidavit form, proof of contract certification, valid contractor's license, worker's comp certificate, certificate of liability) for the purpose of coordination between vendors and purchasing department.
- Prepares written materials (e.g. equipment repair requests, requisitions, leave reports, memos, work requests, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.
- Processes a variety of materials (e.g. equipment repair orders, work orders, requisitions, periodic reports, etc.) for the purpose of documenting activities, prioritizing work orders prior to dispatching personnel and/or ensuring an up-to-date audit trail.
- Researches discrepancies in financial information for the purpose of reconciling purchase orders with invoices.
- Responds to inquiries from staff, vendors, etc. for the purpose of resolving maintenance issues and minimizing the disruption of services.

- Schedules work assignments for the purpose of ensuring completion of projects in a timely manner.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an effective and efficient work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating two way radio and county emergency radio; operating standard office equipment including utilizing pertinent software applications; performing standard clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent department policies and procedures; office practices and procedures; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working with detailed information/data; establishing and maintaining effective working relationships; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

10/11/2007

Salary Grade

Unit I 45