

OPERATIONS TECHNICIAN

DEFINITION

Under general direction of assigned manager/supervisor, plans, coordinates, and performs specialized technical functions in the areas of college-wide project/repair scheduling and coordination, preventive maintenance, police/parking/security services, emergency responses, safety programs, facilities availability, specialized hazardous and other waste disposal, special campus projects, and general office operations.

TYPICAL DUTIES

Maintains records on and receives, analyzes, and distributes campus maintenance requests; maintains records and assists in coordination of the Chemical Hygiene Plan; and maintains records of Material Safety Data Sheets (MSDS), Environmental Protection Agency Data, Biohazardous Information, Bloodborne Pathogen Information, Hazardous Materials Information, and Toxic Information. Coordinates removal of hazardous/biohazardous/toxic materials; coordinates property loss/damage reporting and maintains records of same; and coordinates repairs and maintenance with vendors. Orders maintenance and operational supplies and equipment; and schedules repairs and maintenance on campus elevators, typewriters, and other campus equipment. Prepares requisitions for materials to be purchased; prepares State compensation forms for unit employees pertaining to industrial injuries; and prepares employee time reports. Works directly with all operations departments; maintains files on and coordinates adds/moves/changes to campus telephones; maintains information files on and coordinates keying; distributes campus keys; maintains files on purchase orders and materials purchased; and maintains operations permits on boilers, elevators, and tanks. Assists in coordination of Americans with Disabilities Act information, maintenance, and installations; assists with budget compilation information; assists in the coordination of the Campus Emergency Plan, job safety, risk management, and other safety issues. May be assigned special projects related to operational needs; attends meetings representing Director of Operations; and acts as assistant to the Director of Operations. Receives calls regarding maintenance or repair and refers to appropriate personnel after assessing seriousness of the situation; and facilitates communication between the supervisor, other employees of the campus, District Office, and Facilities Maintenance. Types letters, memoranda and other correspondence. Arranges for pick-up and delivery of materials to job sites; and maintains and distributes campus vendor catalogs. May be assigned projects related to operation needs. May oversee student employees. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Promotional

One year of experience with LRCCD as a Maintenance Operations Clerk or equivalent, including responsibility for maintenance, payroll and purchase order processing and procedures.

General

Three years of responsible accounting or general clerical experience, including areas of maintenance, purchasing, and personnel.

(One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

College course from an accredited institution work in business or related education may be substituted for two years of the required experience on a year-for-year basis.

KNOWLEDGE OF

Knowledge of principles and processes for providing customer and personal services; basic mechanical operations and functions of different types of machinery; and chemicals, supplies, and equipment used by all departments. Knowledge of preventive maintenance activities; maintenance and purchasing office procedures; property management functions and cost accounting control; health and safety regulations; basic police and parking operational items; processes and requirements involved in employee records and forms including worker's compensation paperwork; the campus telephone system; and regulations pertaining to the use, storage and disposal of hazardous and toxic supplies and equipment. Knowledge of administrative and clerical procedures and systems; modern office practices, procedures and equipment; and basic keying operations. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILL IN

Skill in listening to what other people are saying and asking questions as appropriate; and finding ways to structure or classify multiple pieces of information. Skill in understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to plan, coordinate, and perform specialized maintenance services in the areas of work scheduling and coordination: plan, coordinate, and perform preventive maintenance and safety programs; and plan, coordinate, and perform office operations. The ability to plan and oversee student employee work. The ability to learn, interpret, and apply rules and regulations; analyze situations and adapt an effective course of action; and use initiative and good judgment in meeting emergency situations. The ability to add, subtract, multiply, or divide quickly and correctly.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies, computers, printers, scanners, copiers, faxes, calculator, and telephones.