

MAINTENANCE OPERATIONS CLERK

DEFINITION

Under general supervision of assigned manager/supervisor, performs responsible clerical and record keeping work for maintenance and operations services.

TYPICAL DUTIES

Compiles information; makes reports; and reviews files, records, and other documents to obtain information to respond to requests. Answers telephone, delivers messages, runs errands; and receives calls regarding emergency maintenance or repair and refers to appropriate personnel, dispatching employees after determining seriousness of situation. Completes work schedules, arranges appointments and provides feedback to campus areas on maintenance reports; maintains labor records; prepares State Compensation forms pertaining to industrial injuries; prepares employee time reports checking for accuracy and fund encumbrance; and computes, records, and proofreads data and other information. Orders maintenance and operational supplies; prepares requisitions for materials to be purchased after obtaining necessary information from vendors; maintains files of purchase orders and material purchases; checks and computes labor and materials costs on completed work orders; and assists with compilation of budget information. Arranges for pick up and delivery of materials to job site; and distributes work orders to appropriate maintenance personnel. Copies, sorts, and files records of office activities, business transactions, and other activities; and completes and mails bills, contracts, policies, invoices, and checks. Operates office machines, such as copier, fax machine, and computer; and types letters, memoranda, email, and other correspondence as required. Maintains information files on and coordinates key files and keying requirements and changes for all campus buildings and activities. May oversee student employees. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Promotional

One year of experience with Los Rios CCD as a Clerk III, including responsibility for maintaining payroll and processing purchase orders

General

Three years of responsible accounting or general clerical experience including areas of purchasing and payroll.

(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 work from an accredited institution in business and clerical education may be substituted for two years of the required experience on a year-for-year basis.

KNOWLEDGE OF

Knowledge of administrative and clerical procedures and systems such as filing and records management systems, forms design principles, telephone techniques, and other office procedures and terminology. Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques. Knowledge of policies, procedures, and laws governing the functions of the operating unit. Knowledge of basic accounting, payroll and purchasing procedures. Knowledge of computer software applications such as spreadsheets, word processing, email and enterprise system programs. 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, direct and perform difficult clerical assignments. The ability to analyze situations and adapt an effective course of action; follow directions and work under pressure; perform a variety of unrelated tasks simultaneously; and correctly follow a given rule or set of rules in order to arrange things or actions in a certain order. The ability to operate modern office equipment such as copier, shredder, fax machine, computer; and input data with speed and accuracy. The ability to perform clerical work including use of correct English and spelling; add, subtract, multiply, or divide quickly and correctly.

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

Current office technologies, computers, printers, copiers, faxes, telephone, calculator, and 2-way radio.