



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Operations Technician</i>	# 2270
SALARY PLACEMENT:	Range N, Classified Salary Schedule	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

High School diploma or equivalent to the completion of the twelfth grade, must be 21 years of age, possess a valid California Driver's License and a good driving record. Must be certified to operate a forklift.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Training in maintenance, warehousing, and inventory control. Experience may be substituted for training.

MINIMUM EXPERIENCE:

Five years experience in building operations including technical experience in mechanical systems.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education, preferably in area of maintenance, operating and/or warehousing.

CREENTIALS AND/OR SKILLS AND ABILITIES:

Ability to follow written and verbal directions; ability to operate mechanical, hydraulic and electrical systems; ability to make minor repairs to plumbing, electrical, and other mechanical systems; ability to operate power and all hand tools. Knowledge of: heating, ventilation and air conditioning systems; electrical systems; plumbing and mechanical systems; custodial and grounds services; general building maintenance. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under general direction of management personnel, performs a variety of tasks related to facilitating maintenance and operations including, but not limited to physical set up and tear down of meeting rooms, receipt of delivered goods, general building maintenance and other duties related to building operations. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Acts as liaison with contracted landscaping, custodial, refuse, heating and air conditioning maintenance, elevator maintenance as well as other maintenance operators.

2. Maintains patio and other outside areas daily or as needed.
3. Organizes and maintains warehouse.
4. Supervises warehouse; receives and stores supplies and equipment and completed inventory as needed.
5. Operates forklift.
6. Drives county vehicles as needed.
7. Maintains control of keys and Nelson Center security and other sites as assigned.
8. Completes general building repairs as needed.
9. Supervises and organizes work of student assistants as needed.
10. Conducts regular safety inspections of buildings and equipment including boilers.
11. Provides set up and removal of furniture and equipment for workshops and meetings.
12. Opens the facility daily and closes as needed.
13. Maintains records of pool vehicle repairs and maintenance.
14. Provides minor maintenance to Nelson Center mechanical system including boilers, chillers and pumps.
15. Maintains required records and reports including those required by governmental agencies.
16. Responds to call backs from security service and makes necessary emergency repairs as needed.
17. Oversees the activities and provide training to student helpers.
18. Performs other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Operate standard maintenance equipment.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.
6. Work indoors and outdoors.

WORK ENVIRONMENT:

Employees in this position will be required to work in indoor, outdoor and warehouse environments and come in direct contact with SJCOE staff, district office staff, and the public.