



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 Warehouse Assistant</i>	#2275
SALARY PLACEMENT:	Classified Salary Schedule	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade. Possession of a valid California driver's license, and maintain a good driving record. Must be forklift qualified or willing to take necessary training for qualification.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Basic knowledge and ability to perform general repairs related to carpentry, plumbing, electrical, wall and floor covering and related building and grounds maintenance.

MINIMUM EXPERIENCE:

One year experience in building maintenance, and/or operations support.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education, or the maintenance/construction fields.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to use materials and equipment and perform buildings and grounds maintenance work efficiently and safely; understand and carry out oral and written instructions; maintain cooperative relationships with those contacted in the course of work; relate positively to students and staff. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of management personnel, assists in maintaining the facilities and operations of the San Joaquin County Office of Education. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assists in physical plant maintenance and makes minor plumbing, electrical, carpentry, glazing and painting repairs.
2. Assists staff with various projects and builds special equipment and program materials as needed.
3. Sets up facilities for events.

ESSENTIAL FUNCTIONS: (CONTINUED)

4. Assists in maintaining school motor vehicles.
5. Moves furniture, classroom supplies and equipment to designated locations.

6. Performs other maintenance tasks such as changing light bulbs, installing dead bolt, constructing partitions and air conditioning maintenance.
7. Assists in restoration and major cleaning of buildings and grounds during school vacation and in coordinating work activities of summer help.
8. Keeps equipment clean and in operating order.
9. Operates necessary machines, tools and equipment.
10. Performs related work as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Normal manual dexterity and eye-hand coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communications including the ability to speak and hear at normal room levels.
7. Ability to use telephones and office equipment.

WORK ENVIRONMENT:

Work is performed in indoor and outdoor environments; exposure to dust oils, and cleaning chemical; may work on ladders or scaffolding, may work with exposure to moisture; some exposure to childhood and other diseases in a school environment, regular contact with SJCOE staff, district office staff, and the public.