

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: MAINTENANCE & OPERATIONS SUPPLIES AND SERVICES CLERK

DEFINITION:

Assists in determining the need for and procuring materials, supplies, equipment, and services; performs general clerical duties in support of the Maintenance and Operations department.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Assists in determining the need for and procuring materials, supplies, equipment, and services for SDCOE programs and departments.

Interprets documents and drawings to assess the need for services and materials and communicate with vendors and contractors.

Contacts vendors, purchasing staff, and warehouse staff to: obtain price quotations; negotiate price changes; determine availability and sources of materials; procure materials; arrange for pickup or delivery; track deliveries; and determine status of purchase orders.

Provides information to staff, clients, and the general public regarding maintenance and operations policies and procedures, status of work orders, and other related information.

Dispatches workers in response to emergency needs.

Assists in resolving concerns and complaints.

Provides general clerical support such as filing, copying, scanning, scheduling appointments, answering the phone, transferring callers to the appropriate staff member, and taking messages.

Assists in the preparation of the Maintenance and Operations department budget; approves, processes and tracks invoices and purchase orders.

Performs reception duties.

Enters, maintains, updates, and extracts a variety of information in a computerized database.

Produces and prepares computerized reports.

Receives, issues, stores and tracks keys, supplies, materials, tools, and equipment for SDCOE programs and departments.

Drives a car, van, or pick-up truck to pick up or deliver materials.

Operates standard office equipment as well as a two-way radio, pager, and public address system.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Possession of a valid California Driver's License

EDUCATION AND EXPERIENCE:

Education, training or experience which would clearly demonstrate possession of the knowledge and abilities detailed below. An example of a typical qualifying background would include education equivalent to graduation from high school and three years of progressively responsible office/clerical work in a maintenance, construction, warehouse, or purchasing environment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic technical aspects of maintenance and operations functions including: plumbing, electrical, carpentry, and HVAC

Maintenance and operations terminology, practices, materials, and equipment

Basic purchasing concepts and processes

Standard office procedures including computerized recordkeeping

Microsoft Word and Excel

ABILITY TO:

Perform arithmetic computations

Operate standard office equipment including computers and related software

Establish and maintain effective working relationships with staff and those contacted in the course of performing assigned duties

Interpret, apply, and explain policies and procedures of department

Follow oral and written instructions

Communicate effectively orally and in writing

Produce and prepare accurate reports

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office and warehouse setting. Requires the ability to travel to and from various locations to perform assigned duties.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files, supplies, materials, and equipment; lift objects weighing up to 50 lbs.; push or pull transportation devices such as dollies and carts with objects weighing up to 100 lbs.