



PITTSBURG UNIFIED SCHOOL DISTRICT

MAINTENANCE & OPERATIONS TECHNICIAN

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision to perform a variety of complex technical accounting, purchasing and maintenance work in support of Maintenance, Operations, Transportation and Facilities.

DISTINGUISHING CHARACTERISTICS:

Positions in this class must work independently with minimal supervision. A major characteristic is a recognized functional responsibility for a relatively complex but homogeneous set of accounting and purchasing records. Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment, pleasant rapport, and adaptability on the part of the incumbent. This position requires the use of a high degree of tact in human resource situations in solving day-to-day problems.

EXAMPLES OF DUTIES:

- Independently maintains a complete set of financial records
- Maintains current records of M&O staff: custodial, grounds, trades. Personnel time and attendance reports in the Frontline Absence Management System
- Maintains current records of substitute custodians and assigns to school sites in the Frontline Absence Management System
- Maintains overtime, comp time, extra time, out of class and substitute records, and process for payment
- Initiates the process for position control for vacancies to be filled, including new positions and changes in positions
- Processes the purchase of uniforms for custodial, trades, and grounds staff
- Provides secretarial services to the Maintenance/Operations Director, plus clerical support to the Transportation Director - Answers transportation lines/Dispatches on occasions
- Processes the department mail
- Maintains and processes inventory files of maintenance, operations, and transportation supplies and materials
- Operates data processing and other equipment
- Conducts routine correspondence independently
- Contacts other agencies, schools, and staff to discuss and resolve financial records, Transactions, and discrepancies
- Attends meetings
- Operates personal computer and main frame computer
- Create, submit, and complete work orders

- Maintains and process CalCard statements
- Maintains and processes the Facility Inspection Tool (SARC/FIT)
- Audits vendor invoices for accuracy, proper extensions, tax discounts, and totals
- Handles budget transfers and purchase order changes
- Creates purchases orders for vendors
- Creates invoices for departments, sites, and/or other means of payment
- Processes deposits for incoming payments, refunds, etc
- Coordinates invoices with purchase orders
- Initiates payment of verified invoices and maintains payment history
- Reconciles outstanding purchase orders to control ledger
- Processes and creates purchase orders, invoices for utilities (water, garbage, PG&E, Spurr, Solar, etc.), and maintains payment history
- Gathers and prepares materials for board agenda
- Assists in arrangements for the disposal of surplus property
- Assists Director with preparing bid specifications and detail bid openings (RFP's)
- Prepares bid packets for various projects
- Creates small contracts for awarded bidders
- Completes Public Works Projects Registration (PWC-100) for all awarding agencies
- Advertises bids through E Bid, in the newspaper, and on PUSD website under Maintenance Department
- Trains and oversees work of clerical staff
- Performs all other related duties as assigned

QUALIFICATIONS:

Knowledge Of:

- Laws and regulations governing school accounting and purchasing procedures
- Methods and practices of accounting record keeping
- Office methods and procedures
- Software applications such as Windows, Excel, Word and database programs
- Inventory methods and procedures
- Maintenance/Operations/Transportation methods and terminology
- Work Orders, Purchase Orders & Requisitions

Ability To:

- Make arithmetical computations rapidly and accurately
- Operate office equipment, such as, adding machines, calculators and computers
- Receive and process phone inquiries requiring a high degree of tact with a pleasant rapport
- Prioritize work to meet deadlines

- Compile and maintain accurate and complete records and reports
- Read and understand accounting records and reports
- Understand and carry out oral and written directions
- Type at a net corrected copy of 55 words per minute from clear copy
- Establish and maintain cooperative and effective working relationships with staff, vendors and the general public.
- Learn the technical and mandatory procedures used in purchasing operation.

Experience:

- Three years of responsible experience in maintenance of accounting, purchasing or statistical data

Education:

- High School Diploma, preferably supplemented by courses in financial record keeping or informal education sufficient to facilitate performance of job duties. Approved courses or equivalent background in purchasing department work.

Physical:

- Good physical condition as determined by pre and post employment inquiries and health reports.

Salary: Range 44 (Reclassification Board Approved on May 11, 2022)
Board Adopted: 05/25/2022