

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Facilities, Maintenance & Operations Technician
SALARY PLACEMENT:	California School Employees Association (CSEA) Classified Salary Schedule - School & Office Support - 39 12 Month Classified Calendar

SUMMARY:

Under the supervision of the Senior Director of Facilities, Maintenance & Operations, this position performs a variety of confidential technical and administrative duties in support of the Facilities, Maintenance & Operations Department. Responsibilities include serving as the primary point of contact for the department, maintaining records and systems, and providing operational and administrative support for maintenance, custodial, and facilities functions.

Employees in this classification work under general supervision within a framework of established policies and procedures. The position requires discretion, initiative, sound judgment, and technical knowledge related to facilities maintenance and operations. Accuracy and attention to detail are essential in the maintenance, processing, and updating of departmental records, files, and systems.

SUPERVISOR:

This position reports to the Senior Director of Facilities, Maintenance & Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Serves as the primary point of contact for the Facilities, Maintenance & Operations Department, answer phone calls and direct inquiries appropriately.
2. Maintain and update departmental systems, spreadsheets, and documentation.
3. Coordinate daily communications and notifications regarding custodial and maintenance staff status across district departments and site locations.
4. Process and reconcile time and attendance records for custodial and maintenance staff, including distributing and tracking timecards.
5. Manage work order systems, including creating, opening, closing, and tracking work orders; assist with user setup and training as needed.
6. Assist with gathering quotes, obtaining signatures, scheduling appointments, and following up on construction and maintenance-related activities.
7. Process and track invoices related to facilities, construction, and maintenance projects.
8. Process and track maintenance, blanket purchase orders and associated invoices; assist with setting up new vendors as needed.
9. Enter and track utility usage for the district's energy data program, including solar production data; process utility invoices for approval and payment.
10. Coordinate vendor access to district sites.
11. Assist with the furniture program, including ordering, pickup scheduling, delivery coordination, and surplus processing.
12. Assist with bidding processes, contracts, and vendor requisitions.
13. Assist with contract prequalification documentation and tracking.
14. Enter assets and assist with inventory tracking and collection.

15. Coordinate the use of district facilities permits, including reviewing, tracking, invoicing, scheduling staff, and ensuring all permit requirements are completed from start to finish for each event.
16. Other job related duties as assigned.

Knowledge of:

- Principles and practices related to public school facilities construction, maintenance, and operations.
- Office management principles, methods, and procedures.
- Applicable State and Federal laws, regulations, and procedures.
- Computer applications, including spreadsheet and database software.

Ability to:

- Effectively use standard computer applications and business office equipment.
- Demonstrate knowledge and understanding of facilities, maintenance, and operations functions.
- Communicate effectively with a diverse range of individuals.
- Gather, compile, organize information, and prepare reports as assigned.
- Plan, organize, and prioritize workload to meet established timelines.
- Understand and carry out oral and written instructions.
- Exercise sound judgment within the scope of assigned authority.
- Maintain confidentiality and security of sensitive information and records.
- Establish and maintain cooperative and effective working relationships.

EDUCATION:

Combination of education and training equivalent to one year of college with focus in accounting, or business, and computer application principles and practices.

EXPERIENCE:

Two years of experience providing school district office support is required; at least one year of experience supporting facilities, maintenance, or operations functions is preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Demonstrated ability to travel to various work locations in a timely manner, meet the travel requirements of the position, and transport necessary equipment and supplies to multiple job sites.

REQUIRED TESTING:

Must pass appropriate skills test for this position with a grade of 80 percent or better.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The noise level in the work environment is usually moderate.

Adopted: March 4, 2026

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.