

## **OPERATIONS AND GROUNDS TECHNICIAN**

### **DEFINITION:**

Under direction, to provide support in the maintenance and control of supplies, materials and equipment for the Operations and Grounds department; to schedule periodic maintenance of equipment; to purchase a variety of general supplies, parts and minor equipment; to act as lead person in absence of supervisor; and to perform other job-related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Depending on the assignment, duties may include but are not limited to the following.**

- Picks up and delivers machinery and equipment for repair and maintenance.
- Maintains inventory of custodial and grounds supplies, reordering when necessary.
- Purchases supplies and minor equipment from local vendors and delivers to work sites.
- Posts daily schedules, logs work orders and inputs work orders and job tickets to computer.
- Checks tools in and out of storage.
- Responds to radio calls for assistance with problems, parts, materials or equipment at various sites.
- Prepares and maintains a variety of reports, files and records, including but not limited to, pesticide control, safety training, equipment maintenance, supply inventory and vendor lists, using a computer as necessary.
- Schedules equipment for periodic maintenance.
- Expedites work orders from gardeners and custodial staff.
- Performs minor repairs to equipment where necessary.
- Coordinates with selected vendors/suppliers the performance of risk management functions, including but not limited to fire safety inspections and hazardous chemical removal.
- Provides support to the supervisors of custodial services and grounds, including but not limited to acting as lead person in their absence.

### **QUALIFICATIONS:**

Knowledge of:

- Safe work practices including OSHA regulations, as they relate to the position;
- Parts, supplies and equipment used in Operations and Grounds;
- Standard office practices, procedures and equipment;
- Methods, practices and procedures of purchasing and inventory control;
- Vehicles and equipment maintenance schedules.

Ability to:

- Keep records and prepare routine reports and specifications;
- Operate standard office equipment such as computers, calculators and typewriters;
- Provide leadership to other unit members;
- Read and write English at a level sufficient to successfully perform the duties associated with the position;
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative relationships with those contacted in the course of work.

Education: Equivalent to the completion of high school.

Experience: Three years of operations or grounds maintenance, supply purchasing and related record keeping experience.

### **LICENSES AND CERTIFICATES:**

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

### **OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

Salary Range: 67

N: 05/85, R: 11/91, R: 10/98