

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE CONTROL CLERK

BASIC FUNCTION:

Under the direction of the Grounds and Maintenance Supervisor, receive and prioritize work requests for the District maintenance staff; maintain the campus Energy Management System; maintain records of contractors and projects; perform a variety of duties related to the shipping and receiving of District incoming and outgoing packages and supplies.

REPRESENTATIVE DUTIES:

Receive and prioritize work requests for the District maintenance staff; assist in the scheduling of maintenance work; assign priorities and assign work orders; operate a computer terminal and related software and database applications to maintain maintenance records. (E)

Maintain records of contractors and projects; process and log incoming shipments; open and verify contents; report damaged items as necessary; maintain warehouse and custodial inventory surplus; prepare related reports. (E)

Prepare and ship packages and freight according to established procedures; prepare bill of lading. (E)

Assist in unloading trucks; organize and staff items according to warehouse procedures; operate a forklift. (E)

Maintain the campus Energy Management System; operate a computer terminal and monitor database programs related to the District Energy Management System. (E)

Operate a key machine to make keys for District facilities; issue keys and maintain master key inventory; perform minor locksmithing on locks as assigned. (E)

Prepare and maintain a variety of records and reports related to duties assigned, including purchase requisitions, orders, equipment repair, utility consumption, monthly activity reports and others. (E)

Perform a variety of clerical support duties for the department including write correspondence, prepare legal mandated report forms and others.

Perform related duties as assigned.

KNOWLEDGE OF:

Warehouse operations, procedures, equipment and terminology.

Modern office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

Proper methods, materials, tools, terminology and equipment used in the building maintenance trades.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Proper loading and unloading of trucks.

Materials and supplies inventory control.

ABILITY TO:

Receive and prioritize work requests for the District maintenance staff.

Maintain records of contractors and projects.

Operate a key machine to make keys for District facilities.

Operate forklift and other equipment utilized in the warehouse.

Operate a computer terminal to enter data, maintain records and generate reports.

Participate in warehouse operations.

Prioritize and schedule work.

Plan and organize work.

Operate tools and equipment used in general locksmithing trade.

Assemble, organize and prepare data for records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years inventory control experience including some experience in one or more of the maintenance trades.

LICENSES AND OTHER REQUIREMENTS:

Forklift operator's certificate.

Valid California driver's license.

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Lifting heavy objects.

February 7, 2005