

Hernando County School Board Florida

FLSA: Non-Exempt, Union

MAINTENANCE OPERATIONS ASSOCIATE

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of four (4) years facilities/maintenance experience in purchasing and/or accounting
- Experience in related areas of construction and maintenance
- Thorough knowledge of bookkeeping, purchasing methods and procedures
- Computer skills with thorough knowledge in the Microsoft programs such as Word, Excel, , PowerPoint, etc.
- Ability to work with diverse groups and effectively communicate in both written and verbal formats
- Ability to use independent judgment in performing a variety of assignments and tasks
- Ability to be effective in the role of expediting the work efforts of the Maintenance Department personnel and others as may be required
- Knowledge of office practices, procedures and record management as it relates to the planning development and coordination of facilities and maintenance work
- Thorough familiarity and working knowledge of the district's required computer maintenance management software

Desired Qualifications:

- Detailed knowledge of professional services and construction contracts and contract formats
- Knowledge of maintenance trades and budgetary needs
- Successful experience in the preparation of comprehensive research reports pertaining to project management, planning, construction, maintenance, etc.

Performance Responsibilities:

- Prepare execute, and distribute contracts with only the essential ingredients supplied by the Director of Maintenance and/or designee
- Advertise, coordinate deadlines and act as a main point of contact for continuing services contract agreements
- Prepare quotes on products and services for Maintenance needs
- Confer with staff in the Maintenance Department and supervisors and/or crew chiefs on invoices, statements, purchase orders and vendor services needed
- Monitor and log the progress of the production of numerous projects both large and small
- Correspond with architects, engineers and contractors in relation to projects
- Manage and process payroll for all areas of the Maintenance Department
- Assist in the approval of requisitions for supplies per budget
- Verify account balances, process purchase order requisitions, and submit invoices for payment in relation to all Maintenance district projects and services
- Process and reconcile all Maintenance purchasing card transactions

- Oversee all office activities, concerns and procedures for the Maintenance Department
- Act as a liaison between the Maintenance Department and contractors
- Draft, compose, and submit board agenda items for Maintenance and Environmental Services
- Conduct advanced research for projects using various sources
- Manage department needs and budgets for supplies, technology and equipment and process approved requests
- Assist in general and capital budget preparation and recordkeeping Maintain up to date spreadsheets for all areas of the Maintenance Department's general fund and capital fund expenses.
- May be assigned confidential duties and responsibilities relating to labor relations, collective bargaining, litigation or administrative proceedings involving employment related matters
- Manage assigned clerical staff in one or more department areas, responsibilities include interviewing, training, assigning work and addressing and resolving issues
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Maintenance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Maintenance and/or designee

Evaluation:

Annual evaluation done by the Director of Maintenance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Confidential Level L

Job Code:

74033

Board Approved: 07/06/99

Revised: 01/20/99, 03/03/09, 05/17/11, 06/10/14, 07/6/15, 10/18/16, 06/25/19