

Maintenance and Operations Department

AUP for Academic Year 2023-2024

January 2023

Describe Department/Unit

Connection to College Mission

The Maintenance and Operations (M&O) department supports Cerro Coso Community College (CCCC) campuses by ensuring that the physical resources at all locations where CCCC offers courses, programs and services are constructed and maintained. Utilizing physical resources to assure access, safety, security and a healthful learning and working environment to all students, staff, faculty and the community at large.

Report on Improvements Made and Gaps Identified in the Prior Year

Student Equity

The geographical area in which we cover as a college makes logistics challenging and ensuring that all campuses have the same abilities to function without interruption can be challenging. The last years has benefited M&O more then hindered when supporting the ESCC sites and Tehachapi campus. M&O employees employed at the Ridgecrest campus spent over 700 hours traveling to and from other campuses, and staying overnight to support repairs, cleaning, and upgrades to facilities.

Although this was an amazing effort put forth by the staff and the department as a whole, it has short changed work that was already scheduled at the Ridgecrest Campus. The 22/23 School year, M&O will be reducing it's traveling, since the first part of the fiscal year was front loaded with it.

Outcomes Assessment: Loop-Back Improvements Made

Actions taken in the prior academic year

In prior years School dude was a push to try and make M&O more productive, however, with more and more staff coming back to campus, less people are willing to utilize school dude. This is diminished our ability to track and how many work orders and how long it takes to complete job orders.

Outcomes Assessment: Results of Last Year's Assessments

Target Met?

Did Not Assess

Outcomes Assessment: Missed Targets

Outcomes Assessment: Schedule of This Year's Assessments

No current updates. The M&O director is currently doing the Program review to address initiatives for the next five years. With the departure of the Institutional research director, the program review was not completed in FY 22/23. To ensure the the Campus is a safe and conducive learning environment, the M&O department is constantly taking a proactive look at facilities, grounds, and services provided. To close the infrastructure gap across the campuses, M&O will continue to be a part of the annual student survey.

Program Review

Maintenance and Operations

Year of Last Program Review:

2018

Actions Taken in the Prior Year to Address Strategies:

Strategies Still to be Addressed:

All of the above.

Maintenance and Operations

Year of Last Program Review:

2018

Actions Taken in the Prior Year to Address Strategies:

Strategies Still to be Addressed:

All of the above.

Last Year's Initiatives

Surplus of Materials

As a department, M&O was tasked heavily with the movement of buildings at the Tehachapi Campus over the 2022 Summer Break. Efforts for Surplusage will most likely take place in the spring of 2023.

Professional Development

Five employees have finished their OSHA 30, OSHA Hazmat, and OSHA confined space training. The maintenance worker is attending Electrical training in December 2022.

Reminder of Initiatives for the Current Year

Reminder of Initiatives for the Current Year

Surplus of Materials**Project Management****Equipment Identification**

Plan Initiatives for Next Year

Initiatives for Next Academic Year

Work order management system**Is this part of a multiyear initiative?**

Yes

Specific Action Steps to be Taken:

Implement new Asset Manager program that will take over for School dude in Spring 2023.

Early Observational Data, or "Lead" Measure(s):

Equipment import percentage vs. known equipment. Work order submission and QR code placement across campuses.

Does the department request help developing these instruments?

No

Institutional Performance Data, or "Lag" Measure(s):

Full implementation by June 2024.

Person Responsible:

Cody Pauxtis / Executive Director of M&O

Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective

Evaluate Resource Needs

Facilities

White board and cork board replacement in various classrooms, common areas and offices. Requesting \$15,000 for FY23/24. This will be a reoccurring request yearly, with a dollar amount no higher than \$15,000 annually.

Information Technology

Marketing

Professional Development

Added within the budget \$8,000 for FY23/24 to send the new plant engineer to controller programming school; additionally these monies will be utilized to send the Skilled Crafts Worker and Plant engineer to AMAG door school; HVAC basics with EPA cert for the Maintenance worker.

Other Needs

Requesting \$175,000 for new grounds turf equipment. The average age of the current equipment is 24 years old, with one piece of equipment being 43 years old.

Requesting \$10,000 for two stroke and small engine machine purchases. AB1346 ban's the sale of small engines in 2024. Attempting to purchase replacements for aging equipment that normally could be repaired; however parts will become unavailable for sale in California after 2024.

Requesting \$25,000 Grounds vehicle replacement. Currently the Grounds 1 drives a 1994 F150 that no longer passes smog. Requesting monies to replace this Pickup with a John Deere Gator. This eliminates the need for a plated vehicle and cost of owner ship is much lower than a pickup truck.

Equipment trailer / Vehicle recovery: Currently M&O only has one trailer, and it does not have the capabilities of moving all the Grounds equipment on hand to ESCC when needed, nor can it haul all of the Campuses fleet of vehicles. Requesting \$14,000.00 to purchase a trailer capable of doing all of the above.

Staffing Requests

1000 Category - Certificated Positions

2000 Category - Classified Staff

Maintenance & Operations Lead

Location:

Ridgecrest/IWV

Salary Grade:

51

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$77,195.16 Yearly Pay / Pay and With Benefits \$126,481.38

Justification:

Currently the "Skilled Craftworker" maintains the buildings Fire Monitoring and Detection Equipment, Door Control systems, Key and Lock Program, ADA Compliance repairs, ontop of his Skilled Craftworker duties. These additional duties are not captured by the Plant Engineer, and with the Plant Engineer already overloaded the Skilled Craftworker has been doing these duties for the last four years.

Create new job description to encompasses the duties of the Skilled Craftworker, M&O Technician, and above stated duties; with the intent of Promoting the current Skilled Crafts worker into that position.

California's average salary for this position is \$102,180.00, 51 salary grade is appropriate with our remote location and benefits.

Victor Valley College Position Description

CLASS TITLE: MAINTENANCE, OPERATIONS AND FACILITIES CLERICAL **TECHNICIAN** **FLSA STATUS:** NONEXEMPT **BASIC FUNCTION:** Under the direction of an area administrator, plan, schedule and perform a wide variety of skilled and responsible administrative, technical, and clerical duties in support of assigned administrator(s) and the Maintenance and Operations Department personnel, programs and services, including but not limited to the scheduling of transportation requests, distributing and ensuring security of campus keys for faculty and staff, and providing clerical support for facilities and construction operations and telecommunications services. **REPRESENTATIVE DUTIES:** Schedule and perform a wide variety of skilled and responsible administrative, technical and clerical duties in support of assigned administrator(s) and the Maintenance and Operations Department personnel, programs and services; facilitate communications between the supervisor and staff, public and other campus personnel. E Process, monitor, and maintain work order requests; determine status of request; consult with other campus personnel to facilitate completion of requests. E Distribute and maintain security of campus keys issued to faculty and staff; issue and maintain card keys for card reader program; maintain records and verify eligibility to receive keys; make keys when necessary. E Maintain scheduling of transportation requests for campus personnel vehicle use; maintain list of eligible drivers and driver class requirements; arrange for rental of vans, cars, and buses as required; maintain transportation record for each trip; issue gasoline credit cards and track usage. E Process requests for campus telephone service and trouble calls with the telecommunications staff; maintain and update campus telephone directory. E Assist with the organization of the bid process for capital construction and scheduled maintenance projects, including but not limited to advertising bids, opening bids, taking notes at job walks, reporting bid results to the Board of Trustees and compiling and organizing related information. E Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; maintain confidential records and files; compose routine correspondence independently or from brief oral instructions from the Maintenance, Operations and Facilities Clerical Technician – Continued July 2006 2 | Page supervisor. E Operate computer equipment for the preparation, maintenance, and editing of a variety of documents, correspondence, reports, and related materials; operate a variety of standard office equipment; utilize word processing or other software programs as required by the position, including key program, card reader system program and work order system programs. E Assist in monitoring budget and expenditures and maintaining financial records; order and maintain office supplies and other materials; monitor purchase orders; maintain current account balances; maintain inventory records of college property. E Assist with the research and compilation of capital outlay and scheduled maintenance reimbursement claims in accordance with Chancellor's Office guidelines; assist with storm damage claims, including compiling damage information and submitting claims to surrounding cities and Federal Emergency Management Agency (FEMA), as needed. E Communicate information in person, by telephone, or email where judgment, knowledge and interpretation of departmental policies, procedures and regulations are necessary; assist and communicate with students, faculty, parents and the general public with related inquiries; communicate with vendors and contractors regarding purchases, deliveries and other related information.

ECoordinate activities of Maintenance and Operations office between the supervisor and staff, the public or other District officials; compose letters and other written materials as directed; assist with various committees related to department programs and services. EReceive, open and distribute mail; receive visitors, arrange travel, schedule appointments, meetings and conferences; answer telephone calls and refer to appropriate staff members. ETrain and provide work direction to others as assigned; assure time sheets and absence forms are accurately and timely sent to Payroll; recommend new and revised office procedures as appropriate. EEstablish and maintain positive staff and public relations. EPerform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF: Correct operations, procedures and services of Maintenance and Operations Department. State and Federal requirements related to capital and maintenance construction projects. Personal computer operation, data entry techniques, word processing and other software programs. Maintenance, Operations and Facilities Clerical Technician – Continued July 2006 3 | Page
Modern office practices, procedures and equipment. District organization, operations, policies and objectives. Record-keeping techniques. Construction terminology. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. Receptionist and telephone techniques. Oral and written communication skills.
ABILITY TO: Plan, schedule and perform a wide variety of skilled and responsible administrative, technical and clerical duties in support of Maintenance and Operations Department. Assemble diverse data and prepare clear and concise reports. Maintain complex and varied files, records, and logs including financial data with strong attention to detail. Learn, apply, interpret and explain policies, procedures, regulations and other guidelines of departmental operations. Operate a variety of office equipment such as calculator, copier and facsimile machine. Operate a personal computer to enter data, maintain records and generate reports, correspondence and other documents and related materials. Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds. Provide work direction and guidance to others as assigned. Work confidentially with discretion. Assist with budget development and control. Work independently with little direction. Communicate effectively both orally and in writing. Meet schedules and time lines.

EDUCATION AND EXPERIENCE: Any combination equivalent to: Associate's degree in business, secretarial science or related field and two years of responsible secretarial, clerical and/or customer service experience.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:
Disclosure: 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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintenance, Operations and Facilities Clerical Technician – Continued July 2006 4 | Page
Normal Office Environment: While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and talk and/or hear to provide information to others. The employee is occasionally required to stand and walk. Position requires operating a computer and viewing a monitor for extended periods of time. While performing the duties of this job, the noise level in the work environment is usually quiet.

Plant and Energy Engineer

Location:

Ridgecrest/IWV

Salary Grade:

53

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$85,209.00 Yearly Pay / Pay and With Benefits \$137,503.29

Justification:

Current Plant Engineer Position does not encompass the Solar Field and associated Invertors, Convertors, and monitoring equipment.

Plant engineer also maintains the Elevators on the Campus.

Plant Engineer acts as the Energy Manager for the campus.

Fine tune the Job Description to include these duties. Recommend salary grade of 53.

Industry pays this Plant Engineers \$110,000.00 in California on average, and Energy Managers \$111,000.00 With the district benefits, this is an appropriate pay scale. Promote current Plant Engineer into this position since they are already doing the duties.

Athletic Complex Manager / Water Conservation technician / Grounds Lead

Location:

Ridgecrest/IWV

Salary Grade:

44

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

\$54,633.12 Yearly Pay / Pay and With Benefits \$95,450.45

Justification:

The Grounds Worker II working at the Sports Complex (Juan Carlos Bombela) is already doing the job of a Athletic Complex Manager, and is also our water conservation technician. Currently the IWV campus spends \$500,000 annually with our bill due to double in the next three years. When the sports complex remodel is completed, this person will need to have the water conservation as part of their daily duties.

Water conservation Technicians alone make \$70,000.00 annually in California. Considering the combination of Duties, this position should be a salary grade of 44.

Victor Valley College Position Description:

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT August 2006 1 | Page
CLASS TITLE: LEAD GROUNDS MAINTENANCE WORKER
FLSA STATUS: NONEXEMPT
BASIC FUNCTION: Under the direction of the Director of Maintenance and Operations, plan, organize, train, assign duties and provide work direction to assigned grounds maintenance personnel to provide turf and landscape maintenance operations including landscape design and construction; design, install, repair and maintain irrigation systems; assist with water needs and consumption; perform minor to major maintenance and repair to District vehicles and equipment; perform a variety of grounds maintenance duties on District grounds such as mowing, trimming, watering and cleaning landscaped areas; direct and participate in the application of chemicals, such as, fertilizers, pesticides and herbicides; provide input for performance evaluations of assigned personnel.
REPRESENTATIVE DUTIES: Plan and organize turf and landscape maintenance operations; plan, assign duties and provide work direction to assigned grounds maintenance personnel and student workers; provide monthly training to grounds personnel relating to job skills, development and safety; provide input and assist with the performance evaluation of staff. E Confer with contractors and other outside agencies to plan, design and oversee landscape and irrigation projects in progress; coordinate projects to assure minimal disruption or interference with classroom and other District activities and to assure maximum safety of students, employees and the general public. E Direct and participate in the selection and planting of plants and foliage, shrubs, flowers, trees, ground cover, turf and other items;

design plans for areas to be landscaped or replanted to benefit the overall visual concept of the college. E Design, install, repair and maintain irrigation systems, including sprinkler systems, valves, and controllers (including electronically controlled devices); direct water conservation efforts through proper and efficient irrigation methods, equipment use and drought-resistant plant selection; water landscaped areas including lawns, shrubs and trees using sprinkler systems and hand watering; set and re-set irrigation system clocks as necessary. E Participate and provide information related to safety and training; assure compliance with safety precautions and requirements and assure equipment is accessible; maintain related safety records, such as chemical application records; oversee sanitizing of respiratory protective equipment and maintenance of related records. E Assist with grounds budget preparation; requisition grounds maintenance supplies and equipment; submit to appropriate personnel for approval and signature. E Lead Grounds Maintenance Worker – Continued August 2006 2 | P a g e Perform minor to major maintenance and repair to District vehicles, tractors, large riding mowers, blowers, edgers and other grounds maintenance equipment; replace alternators, water pumps, brakes, tires, filters and fluids; perform tune-ups and general maintenance and servicing; perform welding and fabrication as needed; weld mufflers on trucks and tractors. E Remove and replace drive line and gear assembly units on mowers; replace bearing units, belts, and hydraulic pumps and lines on mowers, backhoe, and skip loader. E Maintain and mow lawns; trim and prune shrubs, hedges and trees; edge lawns and borders; rake leaves and hoe and remove weeds. E Operate a variety of grounds maintenance equipment and machinery including trucks, lift truck, tractor, backhoe, mowers, edgers, blowers, cultivators, vacuums, forklifts, boom truck and lift bucket, chain saws, aerator, sprayers and weed eaters; maintain tools and equipment in proper working order. E Plan, coordinate, direct and participate in major chemical sprays and the routine spray schedule; determine types and amounts of chemicals and pesticides to apply and area to be sprayed; direct and participate in the preparation and fertilization of soil and in the application of fertilizers, pesticides and herbicides to lawns, flowers, shrubs and trees according to Department of Pesticide regulations; maintain related records, including MSDS records, material safety data sheets for all chemicals in inventory, and monthly reports on pesticide usage; utilize moon suits, full-face respirators, safety goggles, rubber gloves, masks, boots and other safety equipment as required. E Remove paper trash and other debris from grounds; sweep and blow walkways, driveways and parking areas. E Coordinate the preparation, dragging, marking and maintenance of athletic fields and related facilities. E Set up forms, pour and finish concrete and asphalt for sidewalks and parking lots. E Install and repair fencing. E Perform related duties as assigned.

KNOWLEDGE AND ABILITIES: KNOWLEDGE OF: Soil and turf management. Landscape design and construction. Principles of training and providing work direction. Proper health and safety requirements for assigned activities. Lead Grounds Maintenance Worker – Continued August 2006 3 | P a g e Herbicides, pesticides and other chemicals used in grounds maintenance. Proper operation of heavy grounds equipment. Design, maintenance and repair of irrigation systems, including electronically controlled systems. Basic grounds maintenance procedures including mowing, edging, raking and weeding. Methods, equipment and materials used in a variety of grounds maintenance, such as irrigation system installation, maintenance and repair, chemical control of insects, pests and weeds and general grounds maintenance. Proper methods and procedures related to forming, pouring and finishing concrete and asphalt. Cultivating, watering, fertilizing and spraying of trees, grass, shrubs and flowers. General health and safety procedures related to grounds maintenance, power equipment and toxic chemical applications. Requirements of maintaining campus in a safe, clean and orderly condition. Basic record-keeping related to work performed. Operation and maintenance of hand and power tools and equipment used in groundskeeping.

ABILITY TO: Train and provide work direction to grounds maintenance staff and assist in the performance appraisal of grounds maintenance personnel. Perform a variety of advanced grounds maintenance duties, such as irrigation system design, maintenance and repair, and chemical application of insecticides and pesticides. Perform skilled grounds maintenance including mowing, edging, raking, trimming and weeding. Prepare and maintain records of grounds maintenance activities. Form, pour and finish concrete and asphalt. Design, maintain and repair sprinkler systems, including electronically controlled systems. Use assigned methods for the control and eradication of pests, insects and weeds. Operate, repair and maintain a variety of grounds maintenance machines, equipment and power and hand tools. Assure the compliance with appropriate safety precautions and procedures. Understand and follow oral and written instructions. Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years grounds maintenance, landscaping or irrigation experience.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license; California Pesticide Applicators Certificate B for applying pesticides; valid Lift Truck Certificate.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Lead Grounds Maintenance Worker – Continued August 2006 4 | P a g e

Discloser: 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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outdoor Environment: Position requires heavy physical labor, bending at the waist, walking over rough or uneven surfaces, stretching, pushing, pulling, lifting, carrying, standing and walking for long periods, dexterity of hands and fingers to operate equipment, hand and power tools, and driving from site to site to conduct work. While performing the duties of this job, the employee is regularly exposed to an outdoor environment including extreme weather conditions and noise from equipment operation. The employee is frequently exposed to moving mechanical parts, pesticide and herbicide chemicals, fumes from vehicle and equipment operation, dust, dirt, oil/grease, gases, and pollen.

M&O / Facilities Clerk

Location:

Ridgecrest/IWV

Salary Grade:

40

Number of Months:

12

Number of Hours per Week:

40

Salary Amount:

3830.08

Justification:

Replace the retiring Campus Receptionist (40hr) and current Receiving clerk (19hr), with a specialized position that does both of these current duties. Victor Valley Community College has this positions, and I believe this is the perfect fit for Cerro Coso, to support the campus(s).

CLASS TITLE: MAINTENANCE, OPERATIONS AND FACILITIES CLERICALTECHNICIANFLSA STATUS:

NONEXEMPTBASIC FUNCTION:Under the direction of an area administrator, plan, schedule and perform a wide variety ofskilled and responsible administrative, technical, and clerical duties in support ofassigned administrator(s) and the Maintenance and Operations Department personnel,programs and services, including but not limited to the scheduling of transportationrequests, distributing and ensuring security of campus keys for faculty and staff, andproviding clerical support for facilities and construction operations andtelecommunications services.**REPRESENTATIVE DUTIES:**Schedule and perform a wide variety of skilled and responsible administrative, technicaland clerical duties in support of assigned administrator(s) and the Maintenance andOperations Department personnel, programs and services; facilitate communicationsbetween the supervisor and staff, public and other campus personnel. EProcess, monitor, and maintain work order requests; determine status of request; consultwith other campus personnel to facilitate completion of requests. EDistribute and maintain security of campus keys issued to faculty and staff; issue andmaintain card keys for card reader program; maintain records and verify eligibility toreceive keys; make keys when necessary. EMaintain scheduling of transportation requests for campus personnel vehicle use;maintain list of eligible drivers and driver class requirements; arrange for rental of vans,cars, and buses as required; maintain transportation record for each trip; issue gasolinecredit cards and track usage. EProcess requests for campus telephone service and trouble calls with thetelecommunications staff; maintain and update campus telephone directory. EAssist with the organization of the bid process for capital construction and scheduledmaintenance projects, including but not limited to advertising bids, opening bids, takingnotes at job walks, reporting bid results to the Board of Trustees and compiling andorganizing related information. EReview and proof documents, records and forms for accuracy, completeness andconformance to applicable rules and regulations; maintain confidential records and files;compose routine correspondence independently or from brief oral instructions from theMaintenance, Operations and Facilities Clerical Technician – ContinuedJuly 2006 2 | P a g esupervisor. EOperate computer equipment for the preparation, maintenance, and editing of a variety ofdocuments, correspondence, reports, and related materials; operate a variety of standardoffice equipment; utilize word processing or other software programs as required by theposition, including key program, card reader system program and work order systemprograms. EAssist in monitoring budget and expenditures and maintaining financial records; orderand maintain office supplies and other materials; monitor purchase orders; maintaincurrent account balances; maintain inventory records of college property. EAssist with the research and compilation of capital outlay and scheduled maintenancereimbursement claims in accordance with Chancellor's Office guidelines; assist withstorm damage claims, including compiling damage information and submitting claims tosurrounding cities and Federal Emergency Management Agency (FEMA), as needed. ECommunicate information in person, by telephone, or email where judgment, knowledgeand interpretation of departmental policies, procedures and regulations are necessary;assist and communicate with students, faculty, parents and the general public with relatedinquires; communicate with vendors and contractors regarding purchases, deliveries andother related information. ECoordinate activities of Maintenance and Operations office between the supervisor andstaff, the public or other District officials; compose letters and other written materials asdirected; assist with various committees related to department programs and services. EReceive, open and distribute mail; receive visitors, arrange travel, schedule appointments,meetings and conferences; answer telephone calls and refer to appropriate staff members.ETrain and provide work direction to others as

assigned; assure time sheets and absence forms are accurately and timely sent to Payroll; recommend new and revised office procedures as appropriate. E Establish and maintain positive staff and public relations. E Perform related duties as assigned.

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KNOWLEDGE OF: Correct operations, procedures and services of Maintenance and Operations Department. State and Federal requirements related to capital and maintenance construction projects. Personal computer operation, data entry techniques, word processing and other software programs. Maintenance, Operations and Facilities Clerical Technician – Continued July 2006 3 | Page

Modern office practices, procedures and equipment. District organization, operations, policies and objectives. Record-keeping techniques. Construction terminology. Correct English usage, grammar, spelling, punctuation and vocabulary. Interpersonal skills using tact, patience and courtesy. Receptionist and telephone techniques. Oral and written communication skills.

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Maintenance, Operations and Facilities Clerical Technician – Continued July 2006 4 | Page

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