

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Work Control Scheduler	REPORTS TO:	Maintenance Services Manager
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	October 25, 2000	SALARY:	Supervisory Salary Schedule

BASIC FUNCTION:

Under general supervision, to prepare schedules of work orders to be accomplished by maintenance branch, shops and personnel; and to do related work as required.

REPRESENTATIVE DUTIES:

Schedule and coordinate flow of work between work sites, shops, warehouse or similar entities to expedite production and accomplishment of work. *E*

Review master work schedule and work orders, establish or assign priorities for specific client orders, and revise schedules according to work order specifications, establish priorities and availability of workers, parts, materials, machines and equipment; record and report progress of work. *E*

Reschedule identical and/or near identical work processes to eliminate duplication of work effort, multiple trips, etc. *E*

Confer with managers and supervisors to determine progress of work and to obtain, or to provide information on changes, including such things as availability of supplies, materials, work force, and/or revisions to the work necessary. *E*

Establish and maintain from one to four weekly advance schedules; and revise future schedules, as appropriate. *E*

Work with other staff personnel, such as Purchasing, Warehouse, etc., to assure availability of supplies and materials prior to scheduling work orders. *E*

Coordinate needs for various utility outages. *E*

Enter work orders into work schedule when priority, availability or resources are feasible. *E*

Prepare final schedule for issuance by work control office, prepare schedules for preventive maintenance; update schedules online and fully update work orders, as completed. *E*

Compile information and draft reports on such things as progress of work problems or difficulties, backlog, equipment failures, material delivery situations, work force availability, etc. *E*

Revise future weeks' schedules as appropriate. *E*

May operate a District vehicle. *E*

EDUCATION AND EXPERIENCE:

Graduation from high school; and five years of experience in building, plant facility maintenance, repair scheduling, tracking or project monitoring and scheduling.

Must possess valid California Driver's License.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, and equipment used in the various trades, including such areas as painting, plumbing, heating and air conditioning, electrical, carpentry, glazing, locksmithing, project management and scheduling techniques.

Building maintenance practices, including pertinent laws and building codes.

Basic math.

Record keeping.

Appropriate safety precautions and procedures.

Work scheduling and production control processes associated with building maintenance and repair.

ABILITY TO:

Operate an electronic mainframe computer and peripheral equipment.

Schedule work to utilize personnel and equipment efficiently and effectively.

Interpret and work from shop drawings, sketches, plans, and specifications.

Read and interpret technical trade manuals, instructions, and guides.

Maintain simple records.

Supervise the work of others.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a vehicle, observing legal and defensive driving practices.

WORKING CONDITIONS:

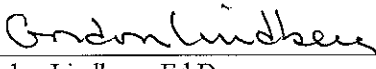
ENVIRONMENT:

Indoor and outdoor environment; frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal; seeing to read work orders and other information; hearing and speaking to exchange information; sitting, standing, or walking for extended periods of time.

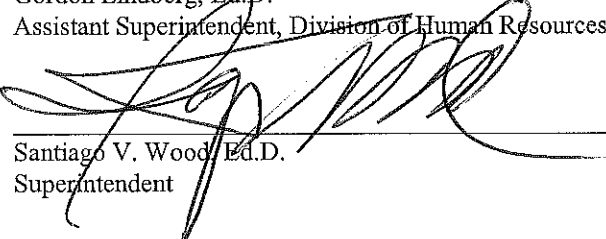
APPROVALS:



Gordon Lindberg, Ed.D.
Assistant Superintendent, Division of Human Resources

10/26/00

Date



Santiago V. Wood, Ed.D.
Superintendent

10/31/00

Date