

BUILDING OPERATIONS SCHEDULER

KIND OF WORK

Office scheduling work connected with the direction of a large building maintenance work force.

NATURE AND PURPOSE

An employee in this position is responsible for performing the many varied office tasks necessary for efficient management of men and materials used in the operations and preventive maintenance of the Department of Administration for large public buildings.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Maintains time records for all maintenance personnel for cost analysis and payroll purposes.

Receives and relays, if necessary, all telephone calls and messages relating to building maintenance.

Regulates, on a daily basis, a predetermined preventive maintenance scheduling system.

Maintains a file system for building plans, specifications, and shop drawings.

Prepares and types monthly power plant reports, work orders, and other related material.

Assists storeskeeper in perpetual inventory record maintenance.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and practices involved in the operation and maintenance of mechanical-electrical systems for large buildings such as high-pressure boilers, air conditioning, heating, plumbing, lighting, etc.

Working knowledge of general office procedures and the ability to organize and maintain files, etc.

Building Operations Scheduler

Class Specification

Page 2

Ability to:

Type.

Communicate with people in a courteous and efficient manner.

Compose effective letters and reports.

Est.: 1/27/70

Ckd.: 8/92

T.C.:

Former Title(s):