

PCSB: 7293  
Pay Grade: D10

FLSA: Non-Exempt

<b>SERVICE CONTRACTS TECHNICIAN</b>
<b>REPORTS TO:</b> Manager, Maintenance
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from an accredited high school or possession of a GED, plus four (4) years of progressively responsible office experience to include managing contracts. Demonstrated experience with personal computer applications to include database experience.
<b>MAJOR FUNCTION</b>
Performs specialized, technical duties in the development, implementation and maintenance of simple to moderately complex contracts. Technician will work with outside agencies and companies who contract services with the district. Work is performed under general supervision and reviewed through observation of the work in progress and results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Assists with developing systems and processes to document and track all contract and invoice transactions</li> <li>• Assists with monitoring the compliance of contracts and administration of departmental programs and projects</li> <li>• Assists with the preparation of bids and bid specifications</li> <li>• Tabulates results of bids and prepares written recommendations</li> <li>• Develops trend data for approved contracts usage</li> <li>• Arranges and conducts conference to discuss contractor performance</li> <li>• Coordinates the collection of data from various departments or schools</li> <li>• Prepares directive letters to contractors regarding contract compliance</li> <li>• Reads and analyzes moderately complex contracts</li> <li>• Compiles and verifies data for the production of regular and/or special statistical reports from various sources</li> <li>• Utilizes a personal computer and appropriate software packages</li> <li>• Access internet and intranet web sites to retrieve and maintain data</li> <li>• Designs database that meet user requirements</li> <li>• Develop, modify and maintain data processing and user department documentation</li> <li>• Distribute reports, collect and process forms, check for accuracy, and request corrections as appropriate.</li> <li>• Performs other related duties as required.</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 10/17 PK; BOARD APPROVED: 10/24/17

## SERVICE CONTRACTS TECHNICIAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Lift objects weighing up to 20 pounds	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

Service Contracts Technician - PESPA