

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 1:24:04 PM
Official Title:	Work Control Technician Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	753705
Job Family:	Facil/Engineer/Work Contr

JOB SUMMARY

The Work Control Technician provides support to the Facilities Management unit of an institution, by maintaining the computerized system used record, manage, and communicate their day-to-day operations.

NATURE OF WORK

This paraprofessional position functions as the higher of two levels of Work Control. The Work Control Technician is responsible for developing and maintaining a computerized system of tracking work requests for the Facilities Management unit of the institution. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions of the area. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of a relatively small number of tasks/duties performed by selecting correct processes from clearly prescribed rules and specific instructions. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Performs technical work to effectively develop and sustain the operation of the computerized work requests system.
- Develops, enters, transcribes, records, stores, and maintains all work request information in electronic/computerized form.
- Analyzes information and evaluates results to choose the best solution and solve problems.
- Gathers system essential information by observing, receiving, and otherwise obtaining information from all relevant sources.
- Identifies information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Compiles, codes, categorizes, calculates, tabulates, audits, and verifies all system information/data.
- Effectively translates or explains what system information/data means and how it can be used.
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Associate's degree, or vocational or technical school degree	Computer or Engineering Technology	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related experience	X		