

TITLE: MAINTENANCE OFFICE ASSISTANT
SECTION: Facilities
REPORTS TO: Maintenance Supervisor

#036

SUMMARY

Under the general direction of the Maintenance Manager or designate, administers the computerized work order system, maintains the School District key inventory, provides first response for building and grounds repair, coordinates department communication and provides office administrative services to the Maintenance Manager and Operations Manager.

DUTIES

1. Manages the computerized work order system, receives and processes all job requests ensuring information is accurate and complete. Produces reports and statistics using appropriate software; attends necessary training to stay current with department software.
 2. Coordinates department communications through telephone/radio/ systems; determines and initiates appropriate first response action; prepares and processes necessary documentation and provides reception services at the shop site.
 3. Receives, processes, initiates payments, and maintains records of school billed projects and annual permits & licenses. Maintains and balances Maintenance/Operations Department Petty Cash fund. Receives, issues, processes, and maintains records of Purchase Orders. Responsible for accounting for all P-card purchases, monthly reconciliation, and records.
 4. Responsible for control, issue and return of school district keys using appropriate software for all employees and contractors.
 5. Receives and processes vandalism cost estimates, initiates collection, maintains database and produces monthly reports.
 6. Provides administrative support to the Maintenance Supervisor, Operations Supervisor, Foremen, tradespeople, and others by preparing correspondence, tender documents, schedules, reports, from handwritten notes, drafts and/or verbal requests, including those of a confidential nature.
 7. Responds to external contractors, principals, teachers, supervisors, tradespeople and the public relative to a variety of requests.
 8. Orders, receives, and verifies general office supplies for the Maintenance/Operations Departments and distributes as needed.
 9. Operates and provides first line maintenance to general office equipment such as computer, photocopier, printers, and fax machine.
 10. Builds templates and schedules; and maintaining the data base of information for preventative maintenance (such as Schooldude)
 11. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
- One-year post-secondary diploma or certificate in Business Administration or Office Administration with a specialty in Microcomputers preferred or a combination of education and experience
- Minimum three years recent and related experience
- Keyboarding skills with a minimum speed of 60 c.w.p.m.
- Demonstrated ability to compose correspondence of a non-routine nature inclusive of reports and correspondence utilizing excellent grammar, spelling, and punctuation skills.
- Above average skill level with word processing, spreadsheets, and database development
- Demonstrated ability to work effectively under pressure and meet required deadlines
- Excellent initiative, judgement, and organization skills
- Ability to maintain confidentiality
- Ability to work independently and within a team; ability to develop professional working relationships
- Ability to relay concise, accurate instructions and information using various methods of communication
- Familiarity with maintenance trades/grounds terminology.
- May on occasion need to lift and move light to medium weight objects