

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

#036

SUMMARY

Under the general direction of the Maintenance Supervisor or designate, administers the computerized work order system, provides first response for building and grounds repair, coordinates department communication and provides secretarial and clerical services to the Maintenance Supervisor and Operations Supervisor. Maintains the School District Key Inventory.

DUTIES

1. Manages the computerized work order system, receives and processes all job requests ensuring information is accurate and complete. Produces reports and statistics.
2. Coordinates department communications through telephone/radio/pager system, 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 yearly permits & licenses. Maintains and balances Maintenance/Operations Department Petty Cash fund. Receives, issues, processes and maintains records of Pre-Paid 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 for all employees and contractors.
5. Receives and processes vandalism cost estimates, initiates collection, maintains database and produces monthly reports.
6. Provides secretarial and clerical support to the Maintenance Supervisor, Operations Supervisor, Foremen, tradespeople and others by preparing correspondence, tender documents, schedules, reports, etc., 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 including personal computer, photocopier, printers and fax machine.
10. May, on occasion, be required to perform other related duties as assigned.

QUALIFICATIONS

- High school graduation or the equivalent.
- Completion of Applied Business Technology Program with a Specialty in Microcomputer Applications or equivalent.
- Minimum Three years related experience.
- Advanced skills in database, spreadsheet and word processing software.
- Demonstrated ability to organize duties, work effectively under pressure and meet required deadlines.
- Excellent organizational, interpersonal and communication and initiative skills.
- Keyboarding skills with a minimum speed of 60 c.w.p.m.
- Ability to maintain the confidentiality of sensitive information seen or heard.
- Ability to relay concise, accurate instructions and information using various communication systems.
- Familiarity with maintenance trades/grounds terminology.