

Job Title: SECRETARY, MAINTENANCE/JOB CONTROLLER
Reports to: Maintenance Coordinator
Dept./School: Maintenance
Wage/Hour Status: Non-exempt
Date Revised: 2014-2015

Primary Purpose

Assist with daily operation of maintenance office and provide clerical services to director of maintenance.

QUALIFICATIONS

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Proficient typing/word processing (minimum of 35 WPM) and file maintenance skills
Knowledge of correct English usage, grammar, spelling, and punctuation
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles
Knowledge of basic maintenance procedures
Strong organizational skills preferred

Experience

Two years secretarial experience, preferably in public education environment or one year physical plant maintenance experience.

MAJOR RESPONSIBILITIES AND DUTIES

Records, Reports, Correspondence and Dispatch

1. Prepare correspondence, memorandums, forms, requisitions, and reports for maintenance office.
2. Receive and process work orders and emergency requests for service.
3. Compile pertinent data to prepare various required state and local reports.
4. Maintain physical and computerized departmental files, including preventive maintenance data and work orders.
5. Keep up-to-date files for all department employees.
6. Dispatch maintenance personnel as needed for district repairs.
7. Track and record personnel locations during normal working hours.

Phones

8. Answer incoming calls, take messages, and route them to appropriate staff; handle questions and requests that fall within level of responsibility.

Accounting

9. Perform routine bookkeeping tasks, including simple arithmetic operations to maintain department budget records.

10. Assist with preparation of purchase orders and payment authorizations.
11. Assist in compiling and reporting time records, including leave requests and reports, and prepare payroll on employees.

Data Entry

12. Input maintenance work orders completed and scheduled into computer
13. Input all contracted services completed and scheduled into computer

Other

14. Assist in ordering office supplies for department.
15. Welcome all visitors and handle their requests or refer them to appropriate personnel.
16. Maintain effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
17. Maintains (IPM) Integrated Pest Management record according to state and federal guidelines
18. Maintains (IAQ) Indoor Air Quality records in order to provide reports and information on district air quality questions or concerns.
19. Maintains Contractor and Construction information in order to provide reports and information for budget review and preparation
20. Follow and abide by School Board and Maintenance Department policies and procedures.
21. Maintain a schedule of appointments and make arrangements for conferences and interviews.
22. Perform other duties as assigned by supervisor.
23. Maintain confidentiality of information.

Safety

24. Operate tools, equipment, and machinery according to prescribed safety procedures.
25. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
26. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Supervisory Responsibilities

None.

EQUIPMENT USED

Typewriter, computer, printer, copier, calculator, fax machine.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____