

MAINTENANCE CLERK

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Coordinator of Maintenance, the Clerk assists in the managing and scheduling of maintenance and repairs of school board properties and maintains the records of same; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Assists in managing and scheduling of maintenance and repairs:

- receives work order requests
- prepares work orders and inputs into the computer
- batch prints work orders at end of day
- records completion of work orders
- responds to incoming calls, or directs to the appropriate person
- prepares payment requisitions
- word processes memos, letters, forms, reports, etc.
- reconciles monthly statements
- records all requests from schools for pick-up and delivery
- maintains overtime/lieu time of staff
- files time sheets
- maintains reports on Board Assets
- files monthly vehicle inspection forms
- maintains general files and files on vehicle insurance and fire inspection certificates

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Proficiency in MS Word, Excel
- Knowledge of FMS and AAMS would be an asset
- Accurate keyboarding skills (60 w.p.m.)
- Excellent interpersonal skills

Individuals who possess an equivalent combination of education and experience may also be considered.