

JOB TITLE	Maintenance Clerk
DEPARTMENT	Maintenance
LOCATION	Area 5
REPORTS TO	Area Maintenance Supervisor
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

The Maintenance Clerk performs administrative duties for the Maintenance Department and verifies the inventory of the Maintenance Department. The incumbent submits purchase orders in a timely manner, follows up on back orders and processes invoices for payment.

QUALIFICATIONS

Education

- Grade 12 or education, training and experience acceptable to the school Division.

Experience

- One year of related maintenance experience.

Knowledge, Skills and Abilities

- Knowledge of a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, and database applications.
- Knowledge of materials used in various trades (plumbing, carpentry, electrical, painting).
- Knowledge of purchasing processes and inventory maintenance.
- Good verbal and written communication skills.
- Ability to work independently and as part of a team.

DUTIES AND RESPONSIBILITIES

- Collects and prepares data on maintenance employee's attendance.
- Prepares employee time sheets for the Maintenance Department and submits to Maintenance Supervisor on a timely basis to meet Payroll deadlines.
- Performs clerical tasks including processing of maintenance requisitions, inventory of supplies, materials and equipment, building supplies, tools.
- Maintains Maintenance Department inventory files.
- Orders Maintenance inventory of supplies, materials and equipment.
- Receives equipment from various suppliers: lumber, plumbing, electrical, painting.
- Ensures orders are complete, follows up on back orders, processes orders for payment.

Performs other duties as assigned.

CONTACTS

Area Office and Maintenance Staff including custodial and security staff.

WORKING CONDITIONS

General office conditions.

This is a 12 month per year position.

PHYSICAL AND VISUAL REQUIREMENTS

Must be able to lift up to 20 kg

Visual concentration 25% of the day.

EQUIPMENT USED

Personal computer and a variety of software packages

On-line purchasing information system

HIPPO – Facility management System

Pallet jack

Trolley