

Escondido Union High School District Job Description

Job Title: Maintenance & Operations Secretary
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 33
Approved By: Board of Education
Approved Date: 09/10/19

NATURE OF WORK:

Independent of direct supervision, provides clerical and administrative support to Director of Maintenance & Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Greets visitors and vendors.

Receives work orders, reviews for priority status and coordinates with Director for assignment.

Dispatches maintenance personnel or outside contractors for situations requiring urgent attention and/or emergencies.

Notifies site administrators of schedule of work ordered, enters and tracks work orders and labor for billing purposes.

Assumes role of the Responsible Managing Employee (RME) for the Maintenance Department vehicles as required by the Bureau of Automotive Repair; including monitoring the vehicle maintenance program and maintaining schedules for preventive maintenance and smog certification of district vehicles on 90 day service.

Maintains close contact with crew leader to locate and requisition materials and supplies; maintains inventory and orders supplies for office.

Responds to communications on behalf of the Director.

Receives calls from contractors and coordinates schedules for work to be done by outside vendors.

Follows up on special projects for the Director, ordering materials, getting quotes from vendors and completing necessary paperwork to facilitate the project.

Inputs data into purchasing requisition system, monitors status of requisitions and purchase orders.

Maintains files for fire extinguishers for school sites, ensuring they are serviced at proper intervals for Fire Marshall's inspection.

Maintains files for phone systems and alarm systems for all district sites.

Manages and monitors the district security alarm system.

Facilitates maintenance staff with requisitions, pricing, and reimbursements.

Maintains and inventories keys; master keys.

Maintains computerized program to enter, track and maintain files for work orders, daily time sheets, and vendors.

Schedules safety meetings, Head Custodian meetings, and mandated training as requested by Business Support Services; orders videos and materials if needed.

Maintains MSDS sheets for custodians and maintenance workers, maintains emergency card file.

Assists maintenance and site personnel in the acquisition of materials, supplies and services, schedules services such as pest control, Probation crews, etc. and assures needed equipment and supplies are available for dates and sites scheduled.

Maintains Revolving Fund, in accordance with approved procedures with regard to signatures.

Processes invoices for blanket purchase orders, researches discrepancies with vendors, employees or Finance Department, authorizes payment and forwards to Finance to payment.

Monitors Maintenance & Operations Budget for current balances, expenditures, additions, deficits and errors; prepares budget transfers as needed.

Prepares reports for Finance Department, Business Services and Risk Management, Adult Education, Board of Trustees, etc. as required.

Prepares correspondence.

Coordinates warranty repair request with contractors and vendors, and follows through to completion.

Liaison with city inspectors and fire marshals, schedules annual and biannual inspections to keep the district compliant.

Maintains attendance records and submits to Human Resources.

"Checks out" blueprints, keys and other equipment as needed.

Opens and distributes mail; photocopies, collates and distributes materials. Answers telephone, conveys messages, and runs errands.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); post secondary courses in business office, secretarial training; minimum three years general clerical experience, one of which would preferably be in construction setting. Some experience in educational environment preferred.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise; office methods, procedures, practices and equipment, operation of office equipment including copier, computer terminal, spreadsheets and word processing; correct English usage, spelling, punctuation, grammar and vocabulary; interpersonal skills including tact, courtesy and patience; oral and written communication skills; basic math.

ABILITY TO:

Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, accounting forms; write reports and business correspondence; use specialized computer software; effectively enter data into the computer; effectively present information and respond to questions from managers, other employees of the district, and outside vendors; apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form; solve practical problems involving several concrete variables within limited standardized situations.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; reconcile invoices to work orders; familiarity with blueprints.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

COMMENTS

Persons working in this classification must demonstrate a commitment to service and a concept of teamwork. Organizational skills, the ability to prioritize and work without direct supervision are required. Persons in this position are required to interact with outside agencies, maintenance workers, site administrators, school employees, and must demonstrate an ability to work cooperatively with a wide variety of personalities.