**BOARD OF EDUCATION**

 **Saskatoon School Division No. 13**

 **P O S I T I O N D E S C R I P T I O N**

**Position: MAINTENANCE CLERK I**

**Immediate Supervisor: MANAGER OF MAINTENANCE AND OPERATIONS**

**Core Function:**

The Maintenance Clerk I is an integral part of the Maintenance department team. Working closely with the Assistant Manager of Maintenance, The Maintenance Clerk I assists with the receipt of service requests and, through the maintenance management computer system, maintains the maintenance department backlog of outstanding work orders.

**Duties and Responsibilities:**

1. Receives work order requests for maintenance via electronic work orders. Prepares hard copy work orders as required and distributes them to the Assistant Manager of Maintenance for action.
2. Maintains the work order database by entering, updating, manipulating and closing work orders in the software.
3. Maintains and monitors spreadsheets tracking active project work (by school and/or tradesperson) and completed project work orders.
4. Reviews completed work orders for hours expended and generates weekly, monthly and quarterly productivity reports and Maintenance Branch workforce statistics for use by Maintenance and Operations Managers and Accounting.
5. Open and welcoming to all visitors, answers the telephone, provides information, and redirects calls to appropriate destination.
6. Duplicates and/or scans prepared materials.
7. Assist staff to perform a variety of related duties as may be required in the course of normal operations.
8. Performs other tasks as may be required to meet organizational objectives and deadlines.

**Qualifications:**

1. Grade 12 or equivalent;
2. One year of post-secondary training in business education or a field of technology.
3. Proficient in Word, Excel, Outlook, databases and other required software
4. Preference will be given to candidates with experience utilizing Asset Planner
5. Strong interpersonal, communication and organizational skills.
6. Preference will be given to candidates with a technical aptitude and previous experience in a maintenance management environment.

June 2016