**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 II**

**Immediate Supervisor: MAINTENANCE AND OPERATIONS MANAGER**

**Core Function:**

The Maintenance Clerk II is an integral part of the Maintenance and Operations department, supporting the management team. The Maintenance Clerk II provides administrative support for the day to day operation of the department. The Maintenance Clerk II functions as a recognized work leader in performing a number of administrative duties with organizational responsibilities for two office staff.

**Duties and Responsibilities:**

1. Performs the function of a team leader in assigning and coordinating the activities of office staff.

1. Open and welcoming to all visitors, answers the telephone, provides information and redirects calls to the appropriate destination.
2. Word processes reports, memos, work orders, lease agreements, meeting minutes, letters and confidential correspondence.
3. Maintains and monitors spreadsheets and various software programs (i.e. Asset Planner, Centre Suite, Class System, supply ordering, etc.).
4. Arranges and receives, sorts, redirects or file deliveries of mail, materials, equipment and office supplies.
5. Distribute, collect and maintain various forms required by the department.
6. Arrange appointments, confirm absences, and confirm caretaking staff replacements. Schedule and arrange contracted services. Obtain and provide information to contractors making the repairs.
7. Duplicates and/or scans prepared materials. Manages the use of the photocopier.
8. Receives daily requests for various contracted maintenance services, coordinates outside contactors, maintains records and reconciles accounts.
9. Maintains files for tenders, boiler inspections, fire alarms, fire sprinklers, employee information (including vacation for caretaking and maintenance employees), confidential letters, documents and reports, vehicle records, and roofing files.
10. Completes and oversees accounting duties for the department utilizing the School Business Manual, Administrative Procedure Manual and software programs to accurately reflect the department’s financial position. Records new purchase orders issued by the department and reconciles invoices
11. Arrange for permits and all licenses required by code and government regulations (i.e. gas permit license, electrical licenses, elevator and lifts, employer’s licenses, etc.).

1. Assigned special functions that require some decision-making and are semi-independent in nature.
2. Performs such other tasks as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent.
2. One year of post-secondary training in business education or a field of technology.
3. Previous experience working with budgets, purchasing card, and accounting processes.
4. Two years of administrative assistant related experience.
5. Preference will be given to candidates that have a working knowledge of rental and maintenance software.
6. Intermediate experience with Word, Excel, Outlook and databases.
7. Strong interpersonal, communications, leadership and organizational skills.
8. Preference will be given to candidates with a technical aptitude and previous experience in a maintenance management environment.

June 2016