

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

MAINTENANCE SECRETARY -- CLASS B
(Assistant Secretary -- Maintenance Department)

1. **Position Summary**

Under the direction of the Director of Maintenance and the Director of Custodial Services, perform clerical and administrative duties of the Maintenance/Custodial Department.

2. **Duties**

(a) **Clerical**

- Record, file and maintain records of purchase orders, current updates for budget, and assist with the preparation of purchase orders, payroll and bookkeeping for Maintenance/Custodial Department.
- Accept job applications and call for interviews when necessary.
- Open and distribute mail to each department.
- Decide, in the absence of supervisors, how to handle emergencies within School Division policy.

(b) **Typing**

- Type new files, letters, forms, memos, job bulletins, reports, purchase orders, time cards, and tenders.
- Compose and type routine correspondence.
- Print and collate sufficient copies/correspondence for distribution through school mail.

2. **Duties**

(c) **Inventory**

- Maintain records of supplies in stock room, prepare inventory sheets, draft individual stock cards, maintain record of supplies in stock room and take annual inventory.

(d) **Public Relations**

- Answer incoming calls for office staff, supply information to callers, relay messages to staff members, make service calls for repairs, answer calls on radios from maintenance personnel and deal with the public visiting the office.

3. **Education**

- Excellent communication skills.
- Grade XII.
- Typing 60 w.p.m.
- Use of computer, multi-line phone, two-way radio, photocopier, and other pieces of office equipment.

4. **Experience**

- Minimum 6 months previous experience and 6 months on the job.

5. **Physical Demands**

- Visual concentration; eye strain from computer, sitting for long periods of time and intense concentration.

6. **Working Conditions**

- Exposure to noise of staff and machines, fumes from machines.
- Frequent interruptions, conflicting demands and working in crowded spaces.
- After hour attendance at educational seminars is required.