

**PUEBLO CITY SCHOOLS D60
NON-CERTIFIED JOB DESCRIPTION**

Job Title: Educational Secretary – Facilities/Maintenance
Prepared Date: 7/15/2016
Revised: 7/2/2018
Work Year: 209 Days 9 hours per day
Department: Facilities
Reports To: Executive Director of Facilities
Salary Range: Educational Secretary Salary Schedule – Pay Grade 412
Benefits: Fringe Benefits based on PESPA Agreement
Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Facilities Secretary is to act as the facilities receptionist in greeting employees and the public; Provide clerical support to facilities and maintenance personnel; Process maintenance work orders; Work with maintenance and facilities staff to complete all projects as assigned.

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. The physical demands, work environment factors, and mental functions described below 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.

REQUIRED:

- High School Diploma or equivalent
- Minimum of three (3) years of applicable experience or equivalent combination of college education and experience
- Typing certificate at the rate of 40 W.P.M.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Experience/knowledge with maintenance management systems.
- Experience/knowledge in trade and construction service support.
- Due to the complexity of duties and training required for the position, a long term commitment is preferred.
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Ability to be detail oriented with excellent proofing skills (ex. Proper grammar, style, syntax, spelling, and punctuation)
- Ability to perform general office clerical work quickly and efficiently
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Ability to use standard database, spreadsheet and word processing software effectively. Familiarity with mainframe terminal, electronic mail, requisitioning, purchase orders, service requests, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to organize and direct office services for a program unit
- Ability to communicate in English effectively, both orally and in writing.
- Ability to make math calculations and computations accurately; ability to correctly check in materials
- Ability to maintain moderately complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions in English

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Maintain confidentiality in all aspects of this assignment.
- Screen incoming calls for Service Center and refer to appropriate staff for action.
- Complete work orders in Maintenance Direct and PM Direct software then complete maintenance charge for services.
- Perform general office duties and provide clerical support for maintenance foremen, warehouse and operations personnel.

- Keep an accurate and up to date filing system, operate appropriate office equipment, make appointments, take messages, type correspondence, memorandums, reports, print materials, meeting notices, and other materials.
- Complete purchase orders, requisitions, check requests, initiate billing, facilitate reimbursements and reconcile vendor invoices with purchase orders.
- Maintain information and data entry in work order software system
- Process district wide custodial and maintenance warehouse supply order request and data entry into financial and work order software systems
- Order supplies and maintain spreadsheet records of orders and deliveries
- Verify billing statements and send to accounting for payment
- Create and maintain various spreadsheets – custodial orders, employee absences, work boot and safety glasses purchases
- Follow all procurement card guidelines set by the district and correct discrepancies should they occur.
- Process requests for Community Use of School Facilities and agreements
- Call vendors for needed service and materials as directed by various trades departments.
- Process mail (both out-going and in-coming).
- Compile seasonal employee time reporting and verify absence records in conjunction with the Employee Absence Tracking System for supervisory approval.
- Serve as back-up in contacting substitute custodial staff for work reporting as needed.
- Use computer for word processing, E-mail, work orders, supply requests, purchase orders and data processing requests.
- Initiate query databases and run reports as needed.
- Post warehouse orders and receipts for the maintenance department when necessary.
- Post receipts to the purchase order receiving program.
- Respond to work order inquiries and enter job orders for Maintenance, General Utility, and Auxiliary Services.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Facilities and/or Administration

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange

information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting.