

Job title	<i>District Facilities Technical Clerk</i>
Reports to	<i>Facilities Director</i>

Job purpose

A clerical technical clerk is expected to perform typical clerical duties, with emphasis placed on understanding of Maintenance terminology, knowledge of district locks and keys. A frequent duty in this position is electronic filing including, notifications of changes to operations and project requirements using software and databases. Schedules district events, calendars and event requirements. Receiving information either electronically or verbally and routing to the appropriate receiver. Addressing more complex tasks, such as ensuring the accuracy of technical manuals, collecting data into report form. Capable of working with budgets and accounts. Promotes positive relations by projecting a favorable school image through professional, courteous and effective interactions with students, staff and the public.

Duties and responsibilities

- Demonstrates a level of technical competency that provides thorough and accurate communication with vendors, staff and public.
- Uses cost containment and need as a basis, maintains supplies and parts in order to minimize downtime or delays of critical equipment. Contacts vendors to obtain supplies and parts purchases. Coordinates and verifies deliveries. Prepares documents for submittal to district accounts coordinator.
- Serving as a receptionist by greeting and assisting the District contractors, inspectors, sales and visitors.
- Scheduling and tracking Federal, State and local required inspections, updating records and writing the progress reports.
- Recording technical documentation on District equipment.
- Compiling of special reports, studies that consists of data analysis.
- Creating of databases of work orders, jobs and projects etc.
- Preparing and reviewing the forms and operational records of the budgets, work orders, purchases, as well as personnel records.
- Composing office printed or electronic communications.
- Process incoming communications from district, vendors and public, distributing as necessary.
- Keeping a record of district required and non-required personnel training.
- Organizing the files according to the department procedures.
- Scheduling and billing of all District events. Communicate needs, requirements with appropriate personnel.
- Organizing and providing District keys
- Assist with district AED program. Ensure District AEDs are maintained according to manufacturer's recommendations.
- Maintain the Districts Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

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.

- Working knowledge of building/construction material and parts such as but not limited to; mechanical, electrical and machinery. Ability to interpret schematics, drawings, blue prints and written instructions.
- Ability to competently demonstrate skills in computerized district scheduling, word processing, spreadsheets, databases as well as other office equipment.
- Stay current with the policies, practices, and district procedures, for the best possible performance.
- Requires the ability of dealing with multiple tasks at the same time, and knowing how to prioritize them.
- Good communication skills and Great Attitude.

Education: High school diploma or general education degree (GED). Understanding of maintenance terminology and ability to pass the districts computer skills test.

Certificates, Licenses, Registrations: Valid driver's license required, others as needed.

Relationships: Ability to establish and maintain effective, positive working relationships with students, staff, public and district vendors. Ability to perform duties with awareness of district security, district standards and Board of Education policies.

Language Skills: Ability to read and interpret documents written in English such as safety rules, operating and maintenance instructions procedure manuals and blue prints. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's, Ability to perform these operations using units of American money and weight and measurement, volume and distance.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Working conditions

The environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works indoors and will work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work area is usually moderate.

Physical requirements

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 stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job included close vision, color vision peripheral vision, depth perception, and the ability to adjust focus.

Direct reports

None

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>