



JOB INFORMATION

TITLE: Administrative Assistant for Custodial & Maintenance Services

EMPLOYEE GROUP:	Classified	ADDITIONAL JOB CODES: 521
SHIFT:	200 days at 7.75 hours/day M-F 32 days at 7.75 hours/day M-Th	
TERM OF EMPLOYMENT:	Per Classified Compensation Plan	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	Maintenance Offices	
RATE OF COMPENSATION:	Per Classified Compensation Plan	
FSLA: Exempt	Non-Exempt	
Last Edited On: 12/16/2019		Board Approval Date: 01/13/2020

ORGANIZATION

DEPARTMENT: Custodial and Maintenance	REPORTS TO: Directors of Custodial and Maintenance Services
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JOB SUMMARY & QUALIFICATIONS

SUMMARY

The Administrative Assistant for Custodial and Maintenance Services provides direct support to and is directly responsible to the Directors of Custodial Services and Maintenance Services.

QUALIFICATIONS

The Administrative Assistant for Custodial & Maintenance Services shall:

- a. Possess a high school diploma;
- b. Have high school and/or supplemental training in typing, basic accounting procedures, and a thorough knowledge of general office operational procedures;
- c. Possess a minimum of one (1) year of successful administrative clerical experience in a business or educationally related area; and
- d. Demonstrate proficiency in the use of commercial office productivity software.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

- a. Support of Custodial Services
- b. Support of Maintenance Services

GENERAL RESPONSIBILITIES FOR CUSTODIAL AND MAINTENANCE

- a. Perform general office duties in coordination of Custodial, Maintenance and Grounds needs;
 - 1. Answering phones, taking messages, and redirecting calls
 - 2. Coordination of inner-school mail
 - 3. Assist with package deliveries from various vendors
- b. Order staff uniform apparel as needed;
- c. Maintain current contact information for all Custodial, Maintenance and Grounds staff;
- d. Obtain quotes and places orders;
- e. Manage District access of outside contractors. This includes coordination of clearance and insurance documentation provided to Business and Human Resources Office prior to access to buildings and services; and
- f. Collect and track timesheets from Custodial, Maintenance and Grounds Staff, obtain respective Directors' signatures and ensure they are to the Payroll Office as designated by the Payroll Calendar.

CUSTODIAL SPECIFIC RESPONSIBILITIES

- a. Assist with supply ordering/inventory management; and
- b. Process invoices and handle credit card reconciliation.

MAINTENANCE SPECIFIC RESPONSIBILITIES

- a. Create purchase orders to process invoices for Business Office;
- b. Enters data into service ticket system, inventory system and utilities management system;
- c. Complete monthly bank reconciliation and credit card expenses for department;
- d. Keeps track of gas/mileage for district vehicles in a spreadsheet;
- e. Make appointments for vehicle inspections; and
- f. Assists with bank reconciliation for cafeteria deposits when needed.

MISCELLANEOUS RESPONSIBILITIES

The Administrative Assistant for Custodial & Maintenance Services for shall also:

- a. Assist other secretaries under unusual circumstances of exceptional workload requirements with the prior approval of the responsible administrator;
- b. Engage in professional learning as necessary to effectively perform all responsibilities of the position; and
- c. Perform other duties as directed by District Administration.

WORK ENVIRONMENT

- a. Office, Schools, meeting and conference areas. Work indoors and outdoors; visit classrooms and area employers; and
- b. Position is in well-lighted and well-ventilated school buildings.

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings;
- b. Frequent walking throughout various areas;
- c. Often sitting at a desk for extended periods;
- d. Standing for limited periods of time;
- e. Frequent bending, stopping, twisting, reaching, grasping, sitting and typing;
- f. Moderate moving from 15 to 50 pounds;
- g. Some carrying – up to 50 pounds;
- h. Manual dexterity to use office equipment; and
- i. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen;
- b. Auditory acuity to be able to use telephones; and
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must appropriately handle confidential information as required by State and Federal regulations;
- b. Must be courteous and able to deal effectively with people;
- c. Must be able to work as a member of a team;
- d. Must be able to cooperative, congenial and service-oriented; and
- e. Ability to work in an environment with frequent interruptions.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others;
- b. Ability to complete tasks with minimal supervision;
- c. Ability to read, write and do complex computations;
- d. Ability to use correct grammar, sentence structure and spelling;
- e. Ability to organize setting to efficiently accomplish tasks;
- f. Ability to work independently and make work-related decisions;
- g. Ability to exercise good judgment in prioritizing tasks; and
- h. Ability to communicate effectively.

LICENSE

- a. Valid Driver's License.

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions, as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.