

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE:	Facilities Clerk	DATE:	May 1998
		REVISED:	September 2008
PAY GRADE:		LOCATION:	Facilities

SUMMARY: Performs a variety of clerical duties for Facilities.

DUTIES:

1. Acts as a liaison for schools/departments at various sites. Receives, evaluates and takes action on all telephone inquiries. Prepares work orders for appropriate trade and data enters into system. Forwards urgent issues for directions.
2. Operates a computer using a variety of software programs to process work orders, estimates, invoices, preventative maintenance and work history records, and project cost accounting. Selects, verifies, enters, stores and processes data from a variety of material, such as vandalism reports, inventories, correspondence, invoices, and purchase orders. Updates and edits stored information. Processes and/or prepares reports as required.
3. Prepares requisitions and minor purchase orders. Obtains prices and specifications through the Purchasing Department, from suppliers, or from literature available in the department. Verifies incoming deliveries for accuracy, completeness and damage. Verifies packing slips and invoices.
4. Maintains vehicle fleet records.
5. Prepares a variety of materials, such as correspondence, reports, records, requisitions, maintenance materials, lists, statements, etc. Composes correspondence subject to supervisor's approval.
6. Opens, sorts, and distributes mail and handles outgoing mail and deliveries.
7. Issues security access and/or keys when required.
8. Creates and maintains appropriate filing systems.
9. Checks validity of entries on applicable budget items, reconciles petty cash and purchase card transactions.
10. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of grade 12 with course emphasis on business practices and procedures or equivalent training and experience.
2. One (1) year clerical experience, preferably in a maintenance or construction department dispatching maintenance calls, ordering materials, etc.
3. Ability to work under pressure with limited supervision. Must have excellent organizational skills and ability to take initiative.
4. Ability to operate office equipment and computer software programs with keyboarding skills at a minimum of 50 wpm.
5. Demonstrated ability to communicate effectively and harmoniously with staff, contractors, suppliers and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:
