

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: MAINTENANCE OFFICE ASSISTANT, LEVEL III

REPORTS TO: Manager of Buildings and Grounds, or designee

RESPONSIBILITIES

1. Assist the maintenance secretary in maintaining an office atmosphere which is inviting to staff and visitors.
2. Receive telephone and personal callers in a positive, businesslike manner; answer routine questions for the general public, District personnel, and staff regarding maintenance procedures and policies; route inquiries to appropriate persons as needed.
3. Compose/prepare, classify, sort, photocopy, assemble, distribute, and file a variety of documents, reports, and materials as instructed.
4. Operate office machines, e.g. calculator, typewriter, fax machine, and computer.
5. Set-up, maintain, and process files and/or records as required by department operations, District policy, regulations, or legal requirements.
6. Order, receive, distribute, and inventory supplies and equipment.
7. Receive and route mail.
8. Gather source materials and documents; organize and prepare for data entry.
9. Update handbooks, policy manuals, and other items, including MSDS binders, asbestos inspection records, and respirator fit testing records.
10. Schedule appointments, custodial training, and meetings.
11. Obtain comparative prices and quotations, schedule work times for and confirm billing from vendors.
12. Use computer programs (Excel, Word, etc.), code and enter data; generate and check computer reports.
13. Verify totals on report forms, requisitions, and other documents.
14. Compile and track district work and improvement requests.

RESPONSIBILITIES (Continued)

15. Assist the maintenance secretary with distribution of repair requests and processing completed orders.
16. Coordinate assignment of substitute custodians on a daily basis.
17. Work on special projects as assigned.
18. Perform other related tasks and responsibilities as designated by the Buildings and Grounds Manager.

QUALIFICATIONS

1. High school diploma or equivalent (GED).
2. Three (3) years of job-related office experience, pertinent training, and/or some combination thereof.
3. Ability to type/keyboard a minimum speed of fifty (50) words per minute.
4. Demonstrated ability to use basic data/word processing programs and equipment (Excel and Word preferred).
5. Working knowledge of basic office procedures.
6. Ability to operate common office machines.
7. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work with staff and the general public in a professional and appropriate manner;
 - b. Maintain confidentiality;
 - c. Comprehend and maintain detailed information;
 - d. Adapt to a changing office environment;
 - e. Communicate clearly and tactfully on the telephone and/or communication equipment.
8. Demonstrated evidence of good habits in job attendance and punctuality.
9. Demonstrated proficiency in spelling, composition, and proofreading.
10. Demonstrated ability to work with minimum direction within a framework of established procedures.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/06

h:\persoffc\jobdesc\base\secrclrk\level iii sec-clerk\maint ofc asst.doc