

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Building Maintenance
Coordinator/Administrative Assistant

Department: Building Maintenance

Grade: G
H.P.D. 8
D.P.Y. 260

Date: May 2021

Reports To: Building Maintenance
Manager

Purpose of Job

The purpose of this job is to provide a wide range of secretarial, clerical, analytical, technical, customer driven, administrative and operational support to ensure efficiency within the Building Maintenance Department and the school system. Duties and responsibilities include, but are not limited to: research, creation and management of reports, charts, graphs, analyzing a variety of information and data, maintaining files and databases, ensuring availability of equipment and supplies, coordinating deliveries, processing invoices and financial documentation, computer data entry, overseeing paperless work order system, receiving work requests via internet and telephone and performing additional tasks as assigned by the Building Maintenance Manager and the Assistant Building Maintenance Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Provides support to the Building Maintenance Department.

Serves as the point of contact for the Building Maintenance Department.

Communicate and coordinate with Building Maintenance Department employees and managers to function as a problem-solver to address both internal and external issues impacting the department.

Handle sensitive information in a confidential manner.

Offers a first step liaison between employees and management including offering support, advice, interviews and appointments.

Prepares interview documentation, testing material as needed. Assists Managers in interview process by providing the documentation and scheduling.

Prepares and tracks work orders, obtain price quotes, prepare vendor invoices, and purchase requisitions in absence of the Building Maintenance Manager.

Prepares and maintains various lists, reports and logs, including, but not limited to: accountability reports, vendor log sheet charts, work order log reports, codes invoices with proper funding codes and employee information reports.

Answers telephone utilizing accepted format; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel.

Responds to questions, complaints and requests for information by telephone, in person or by mail from citizens, employees, department heads, etc.

Performs general administrative/office functions, as needed, including, but not limited to: taking and distributing messages, stamping, sorting and distributing mail, preparing and sending faxes.

Ensures all worker injury reports are completed and forwarded properly.

Utilizes various office machines such as computer, copier, facsimile machine and printer.

Maintains inventory log sheets of all school building equipment such as HVAC units, boilers, chillers, air compressors, pumps, etc.

Maintains usage for CMCSS refrigerant usage in accordance with OSHA standards.

Enters and maintains reports for the Wastewater system. Prepares the reports to be sent to the state of Tennessee Department of Environment and Conservation.

Maintains work orders on the internet based work order system, generating an average of 25,000 work orders per year. Ensures work is completed, with all applicable documentation.

Troubleshoot computer issues for Maintenance employees to include accessing software programs, connecting to the wireless network, and log in information.

Provides direct one-on-one training to both new and existing Maintenance employees for their effective utilization of electronic devices and paperless work order system.

Issues electronic devices for employees to use for the paperless work order system. Provides support, such as formatting the device, registering email, downloading the proper software and information for the paperless work order system for the 65 employees.

Enters and records credit card receipts and invoices on the internet based work order system. Runs the transaction reports of 65 credit card holders, reconciles the statement transactions with recorded transactions with the average of \$50,000.00 per month.

Identifies, investigates and resolves all credit card discrepancies and fraudulent charges. Takes immediate action to address questionable charges by contacting appropriate vendors or personnel for quick resolution, corrective action and supporting documentation.

Maintains filing system for receipts, invoices, and supporting documentation for the 65 credit card holders.

Creates and maintains preventative maintenance schedules on internet based work order system.

Prepares work order status reports, personal productivity reports, work order completion reports, transaction reports, prepares information to be entered for the Key Performance Indicators.

Assists Building Maintenance Manager, Assistant Manager, and Maintenance Foreman in creating policies, forms, procedures, work instructions, and administrative policies according to the ISO Standards.

Prepares correspondence and contacts Lead Custodians and school personnel regarding utility outages, utility work, refuse service, and related inspections.

Processes new requests and assigns work in the absence of the Maintenance Dispatcher.

Prepares and sends out Building Safety checks, organizes and sends documentation pertaining to Fire Marshal inspections to correct buildings.

Assists Maintenance Manager in all other duties.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required, with a minimum of two years of general office experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and administrative practices as they pertain to the performance of duties relating to the job of Building Maintenance Coordinator/Administrative Assistant. Has considerable knowledge of administrative practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has

comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers and software including Microsoft Word, Excel, PowerPoint, Munis, and School Dude Maintenance Direct.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Building Maintenance Coordinator/Administrative Assistant.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with test equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using test equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, test equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion

while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date