



**Kaneland Community School District #302**  
47W326 Keslinger Road  
Maple Park, IL 60151  
Phone: 630-365-5111 Fax: 630-365-9428

## **Maintenance Department Secretary**

### **January, 2026**

#### **Basic Responsibilities:**

To provide centralized administrative and operational support to the Director of Buildings and Grounds. Assist the Director in coordinating, organizing, and communicating department objectives. Support would be provided proactively, with professionalism and a service-minded attitude.

#### **Qualifications:**

- Five years of successful Administrative Assistant/Secretarial experience
- Ability to proactively plan, monitor, and complete complex tasks
- Experience with Google Suites, word processing, editing, and data-processing
- Prior experience with budgeting, ordering, accounts receivable, and accounts payable
- Significant customer service experience and ability
- Proven experience with problem-solving, resolving customer complaints, and maintaining confidentiality

#### **Preferred Qualifications:**

- Prior experience with maintenance and/or buildings and grounds operations
- College degree in related field (Business, Finance, Communication)
- Industry certification in related fields (maintenance, trades, accounting)

#### **Major Duties and Activities:**

- Present a strong and positive image when serving as the point of contact for the Maintenance Department
- Serve as the primary point of contact for maintenance-related communications
- Support purchasing and vendor coordination
- Assist with work order systems and scheduling
- Maintain documentation and records on behalf of the Maintenance Department
- Support payroll on behalf of the Maintenance Department
- Local, County, State, and Federal compliance reporting
- Work with vendors to procure materials and supplies for the Maintenance Department
- Assist in maintaining Maintenance Department budget and updating district accounting software



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- Assist in procuring, distributing, and shipping of Maintenance Department materials
- Assist in maintaining Maintenance Department budget (including maintaining and entering grant information)
- Assist in ensuring the timely completion and submission of state mandated reports, grants, and presentations
- Communication with stakeholders and various entities (district staff, parents, vendors, and service providers) on behalf of the Maintenance Department
- Assist in logistical preparation for school, district, community, and other, events as assigned
- Edit and maintain district Maintenance Department documents
- Assist in problem-solving issues pertaining to, and in conjunction with, the Maintenance Department
- Occasionally lift and carry items up to 50 lbs
- Completion of special projects as requested by Maintenance Department administration
- Other duties as assigned by the Director of Maintenance/Buildings & Grounds

**Reports To:**

Director of Maintenance/Buildings & Grounds

Facility Campus Coordinator