



Maintenance Clerk

Position Description:

The Maintenance Clerk is responsible for assisting the Director of Maintenance in facility maintenance by processing all work order requests and associated paperwork for invoicing and recordkeeping.

Reports To:

Director of Maintenance

Scope of Responsibility:

- Works closely with the Director of Maintenance to ensure the mission, vision, and a set of measurable objectives are achieved for the Facilities and Maintenance Department.
- Works with the Maintenance teams to accomplish long- and short-term maintenance plans for JPPSS facilities.
- Performs clerical and bookkeeping duties for the Maintenance Department.
- Responsible for all timekeeping and supplemental payroll for department of Maintenance.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests from general public, administrators and other personnel.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Compiles data from vendor invoices and supporting documents to verify accuracy of billing data and to ensure receipt of items ordered, using calculator and computer. Compares invoices against purchase orders and shipping and receiving documents to verify receipt of items ordered.
- Performs all other duties as assigned by the Director of Maintenance.

Skills and Qualifications:

We seek detail-oriented, independent self-starters who demonstrate an unwavering commitment to raising student achievement and who have a record of high performance in challenging situations. Successful candidates will also demonstrate:

- 3+ years of progressively increasing experience in maintenance and facilities services.
- Strong communication skills in multiple settings and the ability to be an engaging change agent and culture-creator that can inspire and motivate.
- Exceptional analytical and problem-solving skills, with an ability to use quantitative and qualitative data to make decisions and recommendations.

- Collaborative management style, with a proven track record of working with diverse individuals at all levels to drive decision-making and results.
- Experience in general office work.
- High School Diploma.

Desirable Qualifications:

- 75 wpm typing
- Graduate of Business school

Physical Involvement:

Sitting is required most of each work day. Must be able to operate office equipment. Standing, walking, reaching, bending, and lifting up to ten (10) pounds is sometimes required. Must possess mobility skills necessary to access a variety of work areas.

Compensation:

JPPSS offers a competitive salary that is commensurate with experience. JPPSS also offers a competitive benefits package.

Agreed and Accepted:

Employee Name

Employer Name

Employee Signature

Date

Employer Signature

Date