

A. JOB IDENTIFICATION:

TITLE: MAINTENANCE CLERK

DEPARTMENT: PLANT & MAINTENANCE

**IMMEDIATE SUPERVISOR: MANAGER, COORDINATOR & SUPERVISOR OF
PLANT & MAINTENANCE**

B. JOB SUMMARY:

Reporting to the Manager, Coordinator & Supervisor of Plant & Maintenance, the Maintenance Clerk will assist with the custodial staffing replacement process, maintenance of databases, preparation of tenders and quotations; gathering and processing of invoices and other information that will assist with the activities of the department.

C. DUTIES AND RESPONSIBILITIES:

- Maintain the database for absences and vacation time for replacement.
- Track community use in schools for replacement purposes and provide information to Plant Operations Supervisor.
- Assist in custodial staffing replacement when the Plant Operations Supervisor is away.
- Forward all e-works work orders to the Plant & Maintenance Supervisor.
- Prepare quotations and requisitions for maintenance supplies.
- Gather and process invoices and all other related information by tracking and scanning special project information.
- Assist in the preparation of tenders and quotations.
- Assist in the preparation of building construction contact documents and manuals.
- Maintain building records and Architectural, Structural, Mechanical and Electrical Drawings.
- Assign codes and maintain the intrusion alarm code database for Board employees.
- Generate requisitions as needed for the department.
- Prepare spreadsheets.
- Ensure that all required documentation such as insurance and WSIB certificates, bid and performance bonds are submitted by contractors.
- Notify principals of inspection dates scheduled in their schools.
- Assist in the collection of data for the fire safety plans.
- Perform clerical duties associated with the day-to-day operation of the department.
- Replace the receptionist as required.

D. QUALIFICATIONS:

- Ontario Secondary School Graduation Diploma, Business Studies, or equivalent.
- Two (2) years of clerical experience.
- Experience with MS Word and Excel.
- Database experience would be an asset.
- Must have excellent communication (oral and written) and interpersonal skills and must be able to react effectively to emergencies.
- Must have good mathematical and organizational skills.

Incumbent Signature

Supervisor Signature