

DISTRICT FACILITIES MAINTENANCE ASSISTANT

DEFINITION

Under direction, to perform a variety of technical and complex secretarial and administrative construction management support duties, computerized project accounting ledgers; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Facilities Maintenance. Exercise technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Assists in compiling information for budget projections, statistical reports, types a variety of reports and documents, including construction and equipment project applications; project specifications.

Compiles information for, and types the annual deferred maintenance and five-year deferred maintenance plans.

Compiles data for, types and processes bid requests and contract awards for construction projects including placement of legal advertisements, typing "boiler plate," and assisting at bid openings; prepare Board reports on bid and contract activities.

Receives, processes and files construction documents, including contracts, establishes and maintains accurate budget accounting files for construction projects; calculates construction and lien period dates and files appropriate notices with regulatory bodies.

Receives, verifies the accuracy and codes invoices for construction projects, maintains and updates district-wide energy costs and consumption information.

Creates and produces computerized spreadsheet reports on construction and maintenance projects.

Produce minutes of meetings; prepare and type Board report for acceptance of completed projects;

Receive, prepare and process confidential personnel documents.

Provides assistance to the Director as needed for other assignments.

MINIMUM QUALIFICATIONS

Knowledge of:

IBM computer systems and database software.

Construction and contract document language and processes.

Statistical reports and financial records.

Office procedures, practices and equipment, including automated filing systems.

Proper English usage, spelling, grammar and punctuation.

(Over)

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MINIMUM QUALIFICATIONS (CONTINUED)

Skill to:

Analyze urgent and conflict situations accurately and make decisions in procedural matters without immediate supervision or in the absence of the Director.

Gather and maintain confidential data and prepare correspondence, reports and documentation.

Perform difficult and technical administrative support work.

Speak and write effectively.

Perform arithmetical and routine statistical calculations quickly and accurately to prepare contract and fiscal documents utilizing IBM computer.

Operate IBM computer system and wordprocessing software to type at a speed of not less than 50 net words per minute from clear, legible copy.

Establish and maintain cooperative working relationships.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of experience performing a wide variety of secretarial, fiscal and administrative support work, one year of which is comparable to the duties assigned to the Senior Administrative Secretary class in the District.

Training:

Equivalent to the completion of the twelfth grade including or supplemented by specialized training related to construction and engineering administrative support activities, automated project accounting, computerized database and wordprocessing.