

WICKENBURG UNIFIED SCHOOL DISTRICT
JOB TITLE: MAINTENANCE ADMINISTRATIVE SECRETARY
LOCATOR:

Position Type: Non-Exempt	Department: Operations
Salary Schedule: Classified Level IV	Reports to: Director of Operations
Salary Range: \$10.37 - \$12.86 per hour	Location: District Office
Term of Employment: Operations Calendar	Date: 6/27/2014
Shift: Day	Approved by: Human Resources

We are creating excelling schools where there is a laser-like focus on the Essential Elements of Instruction and moving each student to the next academic level.

POSITION SUMMARY: To facilitate the maintenance of school buildings and systems to provide an excellent environment for school operations and to provide a clean, safe environment for students, staff and visitors. Acts as an administrative assistant, working directly under the Maintenance Field Supervisor and Director of Maintenance/Operations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Submits purchase requisitions; includes obtaining quotes as required;
- Assists with budgeting;
- Revises P.O.'s as needed;
- Transfers funds between accounts when necessary;
- Develops and maintains a list and description of maintenance department duties and responsibilities;
- Maintains accurate job records and keeps them up to date;
- Manage the computerized HVAC scheduling system as necessary;
- Classifies, sorts, and files correspondence or other data;
- Operates vehicles in accordance with Arizona Highway Traffic Division regulations as well as Wickenburg Unified School District policies and rules;
- Complies with all rules, regulations and policies of the Governing Board.

MARGINAL DUTIES:

- Other job related duties as assigned by supervisor;
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER SKILLS/ABILITIES/KNOWLEDGE/ WORK STYLE:

- Must maintain a home telephone or cell phone;
- Ability to use a computer;
- Ability to learn operational and financial software;
- Works cooperatively with all personnel and students;
- Ability to work effectively under time constraints;
- Must be detail-oriented, self-motivated, and able to work independently with minimal supervision;
- Must demonstrate flexibility, common sense, and good judgment;
- Must demonstrate an extremely high regard for confidential and sensitive information;
- Completes assigned tasks and projects in a competent and timely fashion;
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines;
- Communicates effectively with the immediate supervisors, administrators and staff;
- Responds promptly to questions and requests, seeking assistance when appropriate;
- Ability to communicate with and manage students;
- Must be a team player and get along well with others;
- Develops positive working relationships with school staffs and district office staff;
- Must maintain well-groomed appearance;
- Demonstrates a personal professional code of ethics;

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JOB TITLE: MAINTENANCE TECHNICIAN/ADMIN CLERK

- Must be able to comply with District's attendance standards as described in established guidelines;
- The District reserves the right to amend this job description as necessary.

CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:

- Maintains valid Arizona Drivers License;
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1968;
- Must be able to pass a fingerprint clearance and background check or maintain a current Fingerprint Clearance Card.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent;
- Excellent public relations skills;
- Ability to work independently;
- Computer skills, i.e. keyboarding, utilizing software programs;
- Good organizational skills;
- Previous experience in an educational setting preferred.

COMMUNICATION SKILLS:

- Speak, read and write in English;
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Must use appropriate grammar;
- Ability to communicate effectively;
- Must have legible handwriting.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals for the purpose of tracking time worked accurately.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule format.

PHYSICAL DEMANDS:

- Regularly required to sit, stand and reach with hands and arms, talk or hear and taste or smell;
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls;
- Must be able to walk, and climb or balance, stoop, kneel or crouch;
- May regularly lift and /or move up to 20 pounds;
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate;
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EVALUATION: Annual evaluation by the Director of Operations in accordance with Board Policy.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.

Reviewed / agreed to by _____

Date _____

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