

**JOB DESCRIPTION**  
**Cumberland County School District**

**MAINTENANCE ADMINISTRATIVE ASSISTANT**

**Purpose Statement**

The job of Maintenance Administrative Assistant was established for the purpose/s of providing a variety of secretarial support to assigned administrator and maintenance department; establishing and maintaining department records; tracking department funds and purchases; compiling reports; and monitoring assigned projects and/or program components.

This job reports to Maintenance Supervisor

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**Essential Functions**

- Receive and direct incoming calls and requests for information, service material.
- Maintain the work order system of work in and work out.
- Maintain monthly balance of all assigned purchase order to keep accurate record balance for each monthly purchase order.
- Compose and transcribe correspondence, bulletin and memoranda and from drafts.
- Maintain inventories of supplies and reorder as required.
- Greet visitors and directs their inquiries.
- Attend job related in-service and training as required.
- Assist with implementation of safety training and required training for department.
- Assist with bid preparation of specification and requests.
- Assist with employee evaluation, time sheets, leave request and other personnel, payroll documents and concerns.
- Assist employees with insurance registration and contact.
- Distribute payroll checks, incoming mail or supplies.
- Review and assist with yearly, monthly, weekly maintenance plan with budget.
- File insurance claims for loss of property.
- File insurance claims for worker compensation for maintenance employees.
- Maintain inspection for lift equipment.
- Maintain PPE for maintenance employees.
- Maintain custodial supply list with individual school monies.
- Maintain cell phones for all maintenance and lead custodians.
- Assist employee with supplier vendor requests.
- Assist with all security and alarm requests.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required having knowledge of file maintenance, typing, office machines to include duplication machines, faxes, and printers. Computer operation sufficient to perform essential functions of the job. Experience with Word, Excel, and financial budgeting is highly desirable. Three years of work experience or appropriate Technical school with appropriate training is required. Must be a self-starting team player that can perform varying task with little or no direct supervision. Must be able to multi task often changing from one task to another within minutes.

ABILITY involved with the direct support and maintenance of the public school systems building and grounds. It involves budgeting, specific scheduling, bid receipt filing, purchase order management and tracking, distribution of material and inventory accounting and work order management.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Efficiently accomplish assigned administrative tasks or missions to support the school body and its individual members. Resolve difficulties, seek rules and guidelines to carry out duties, and have positive communication with all.

**Working Environment**

Most work is performed in an office environment, however some tasks may include visits to school facilities and community events. The work is moderately sedentary, some lifting, walking, bending, climbing are required. The position requires a physical and health exam to meet the requirements.

**Experience** Three years related experience or Vocation Technical School is preferred.

**Education** High School diploma or equivalent

**Equivalency** None Specified

**Requirement**

Pre-employment Proficiency Test  
This is a non-certified position.

**Certificates & Licenses**

Valid Tennessee Driver’s License

**Continuing Educ. / Training**

Successful completion of web-based work order management system

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

