



Job Title:	Maintenance Facilities Clerk
Department:	Maintenance
Reports To:	Director of Maintenance

SUMMARY

This position is responsible for receiving of all maintenance calls and dispatching of the maintenance group, inventory and receiving of materials at the main maintenance office. Some administrative and clerk duties apply to this position.

This position should be assigned the following equipment or resources:

- Key

The employee is responsible for the equipment assigned to him/her. An employee can be held personally liable for any damage, loss or misuse of ACHA equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in purchasing/supply inventory information system project. Assist in organizing and leading project team, track progress, and manage project timeline and assist in system-wide implementation.
- Assist in managing day to day facilities' projects and tasks including providing guidance on general maintenance requests, vendor questions and contracts, and emergency repairs.
- Provide assistance in day-to-day functions of managing supply inventory; serve as a back up to Director of Maintenance.
- Help coordinate maintenance staff tasks and schedules.
- Assist and sometimes lead in special projects and initiatives for the maintenance department.
- Facilitate Director of Maintenance communication flow with all vendors, executive staff and public.
- Contract administrative including coordinating necessary documentation with contractors and facilitating contracts and purchases through Purchasing and Account Departments. Obtaining and organizing all existing maintenance contracts for the whole Maintenance Department.
- Draft correspondence and coordinate mailing and handle inquiries and requests from internal and external sources on behalf of the Director of Maintenance. Prepare and assemble reports, documents and other publications as appropriate.
- May manage and implement special projects, as assigned.
- Maintain storeroom and label items as supplies are received.
- Complete stores requisition forms at headquarters.

- Initiate transfers and requests from purchasing.
- Store and file all inventory transactions, count sheets, variance reports and other documents for use by company employees and outside auditors.
- Work with Accounting to resolve receiving discrepancies.
- Perform weekly and monthly stock counts.

QUALIFICATIONS

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

EDUCATION

High school diploma or GED required

EXPERIENCE

- Experience in receiving and inventory controls
- At least 1 year of administrative or comparable experience
- Examining, re-evaluating, developing and implementing operation procedures, policy and strategies
- Organizing resources and establishing priorities
- The review and development of contract documents and required specifications
- Techniques for researching, analyzing and determining equipment needs and utilization
- Experience with data management
- Evaluating service delivery by vendors and contractors

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Write routine reports and correspondence and speak effectively before groups of customers or employees of the organization. Ability to respond to questions from groups of managers, customers, and the general public. This position requires a clear understanding of the English language, both written and spoken.

CUSTOMER SERVICE

Interact professionally with all customers, both external and internal.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Prepared by Robert Cortes: Director of Maintenance

This work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.