

SCHOOL DISTRICT NO. 62 (SOOKE)

TITLE: FACILITIES CLERK

QUALIFICATIONS:

1. Secondary school graduation and completion of a 1 year program in Office Administration plus advanced courses in Accounting, Word Processing, Excel.
2. Minimum of 3 years office experience with a working knowledge of word processing, database computer programs, bookkeeping, accounting, all modern office practices and prior experience at the Secretary II level of 3 years or the equivalent.
3. Able to perform diversified tasks with constant interruptions without supervision and under pressure of large workload and deadlines.
4. Is able to read, understand and interpret the Collective Agreement and District policies and procedures and provide input to staff and supervisors.
5. Advanced knowledge of relevant software programs, including the ability to import/export data between programs (Windows, First Class, Word, Excel, Access) and district policies and procedures
6. Ability to use the Maintenance Connection Work Order Program to generate work orders and teach other interest groups to use it.
7. Knowledgeable about relevant WorkSafe BC regulations and safe work practices necessary in a Facilities/School/Office environment.
8. Ability to plan, organize and establish office procedures and prioritize work to predict upcoming workloads and deadlines without supervision.
9. Excellent communication skills and knowledge of business English, spelling, grammar, punctuation, general office practices and accounting procedures.
10. Ability to work as a team member and establish effective working relationships with administrators, teachers, support staff and other professionals including agency representatives.
11. Able to get along well with people and to use tact, diplomacy and persuasion to resolve problems or obtain services.
12. Able to exercise discretion and respect confidentiality of all discussions with staff and all matters related to this position.
13. Accountable for care, accuracy and attention to detail in all aspects of work and provision of service.
14. Ability to type a minimum of 50 words per minute.
15. Able to operate and perform basic trouble shooting on all office machines and equipment.

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RESPONSIBLE TO: Director of Facilities

SUPERVISES: As assigned, acts as designate in absence of Custodial Supervisor

JOB GOAL:

To assist in the administrative details of the custodial, maintenance and transportation departments so as to provide maximum support for the resources available.

PERFORMANCE RESPONSIBILITIES:

1. Schedules custodial replacement on a daily basis with consideration of all factors in the collective agreement.
2. Prepare payroll timesheets for custodial staff, ensure salary accounts are coded correctly.
3. Track and report working shifts for payment of custodial uniform allowance.
4. Track and report head custodian hours to establish qualifications.
5. Maintain current lists of custodians and custodial time at each school.
6. Monitor custodial budget and advise supervisor regarding problems.
7. Prepare and update vacation schedule for custodians.
8. Schedule annual hearing tests for custodial and maintenance staff.
9. Keep all information for custodial department updated, file custodial documents.
10. Prepare agenda and take minutes at custodial meetings.
11. Acts as designate in absence of Custodial Supervisor.
12. Open and distribute mail and post electronic transmissions.
13. Create, assign, issue, print and distribute work orders.
14. Take calls for emergency work orders and notify appropriate tradesman or agency.
15. Cost out vandalism and costed work orders
16. Keep Maintenance Connection system updated as required
17. Create forms and enter data to report sewage usage to Ministry of Environment.
18. Maintain close liaison with Juan de Fuca booking department with regard to school use. Prepare in-house permits. Track and report permit time. File permits.
19. Calculate costs for user groups and bill them through accounts.
20. Book district equipment and prepare delivery slips.
21. Responsible for petty cash.
22. Update manuals as required – WCB, Trans. Dangerous Goods, District Manuals.
23. Maintain general office files.
24. Sign out keys and keep key codes in order.
25. Order and maintain office supplies as required.
26. Act as receptionist.
27. Act as backup for Transportation Clerk and Facilities Accounting Secretary.

TERMS OF EMPLOYMENT: Twelve-month year.

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EVALUATION

DATE: April 21, 2017

JOB TITLE: Facilities Clerk

Factor	Degree	Points	Substantiating Data
1. Knowledge	4	60	High school Grade 12 graduation plus an additional programme of up to one year or equivalent.
2. Experience	6	90	Three years and over.
3. Judgement	4	40	The job requires that changes be recommended to established methods or procedures. Work involves a choice of methods or procedures or sequence of operation.
4. Concentration	4	40	Almost continuous periods of intermediate duration; OR Frequent periods of long duration
5. Physical Effort	2	12	Light activity of intermediate duration; OR Medium activity of short duration.
6. Dexterity	4	24	Employee is required to perform tasks that demand the accurate coordination of fine movements, where speed is a secondary consideration.
7. Accountability	4	40	Actions could result in serious loss of time or resources; OR cause significant embarrassment within the organization and have limited impact on its public image.
8. Safety of Others	1	8	Little degree of care required to prevent injury or harm to others.
10. Interpersonal Skills	4	40	Tact and diplomacy are required when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information.
11. Disagreeable Conditions	3	30	Minor conditions with frequent exposure; OR Major conditions with occasional exposure.
TOTAL POINTS		384	

APPROVED

On behalf of C.U.P.E., Local 459

On behalf of School District No. 62 (Sooke)

Date Signed: _____

Date Signed: _____