



**School District No. 46 (Sunshine Coast)**

**JOB DESCRIPTION #C-13**

**MAINTENANCE ADMINISTRATION  
ASSISTANT**

**Location: School Board Office**

**SUMMARY:**

Under the direction, supervision and evaluation of the Manager of Facilities & Transportation, provides clerical and bookkeeping services and ensures the efficient operation of the Maintenance office.

**DUTIES:**

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, mail, filing, photocopying, record keeping, typing documents and correspondence.
- Monitors maintenance budget including processing of purchase orders, approving invoices for payment, tracking various expenses and charging back to schools when necessary.
- Maintains and balances the Petty Cash fund.
- In the absence of the Manager of Facilities and Transportation, dispatches maintenance workers in response to emergencies.
- Compiles month-end reports from daily time sheets and maintains accurate records for District office.
- Distributes, collects and files completed work orders.
- Updates and distributes manuals and handbooks.
- Answers inquiries from District staff, contractors, suppliers and the general public.
- Reproduces and updates school floor plans and diagrams using blue print program and scanner.
- May direct and advise other employees.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

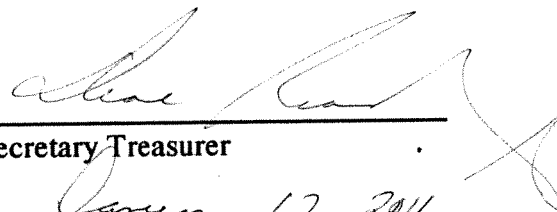
**QUALIFICATIONS:**

- Grade 12 education or the equivalent
- Entry level bookkeeping/accounting course (equivalent to first year college)
- Minimum of two years office experience
- Successful completion of the District Clerical tests
- Detailed knowledge of word processing, database management and spreadsheet programs.


N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

**APPROVED:**

On behalf of:  
School District No. 46 (Sunshine Coast)

  
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Secretary Treasurer  
January 12, 2011  
Date

On behalf of:  
C.U.P.E. Local 801

  
\_\_\_\_\_  
President  
January 7, 2011  
Date