

# Southern Kern Unified School District

## Position Description

Position Title: **Secretary, Maintenance**  
Department: Maintenance  
Reports To: Supervisor, Maintenance/Grounds  
Prepared By: Staff Date: October 29, 1996  
Approved By: Board of Education Date: June 4, 1997

**SUMMARY:** Serves as the secretary to the Supervisor of Maintenance and Grounds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Takes in-service training as stipulated by contract.
- Answers routine phone inquiries, takes messages and routes calls
- Orders, processes and maintains materials, building and grounds equipment.
- Maintains written records relating to inventory control for building and grounds supplies.
- Access dispatcher for maintenance base radio.
- Distributes mail for maintenance department.
- Types, prepares, distributes reports, correspondence.
- Maintains and processes attendance and payroll for department, including, substitute custodians and their assignment to school sites.
- Processes purchase orders, work orders.
- Assists in developing specification packages and bid sheets for capital improvement projects.
- Takes/transcribes notes for correspondence.
- Follows up on emergency building conditions.
- Assists in special projects at the District Office.

**SUPERVISORY RESPONSIBILITIES:** None.

*QUALIFICATION REQUIREMENTS: 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.*

**EDUCATION and/or EXPERIENCE:** High School Diploma or GED and one year of previous office experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students, contractors and salespersons.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at 35 words per minute. Demonstrated ability to operate a personal and mainframe computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, talk and hear. The employee is occasionally required to walk and stand. The employee may occasionally lift and/or move 20 pounds. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

*WORK ENVIRONMENT: 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.*

The noise level in the work environment is usually moderate. The employee is continuously interacting with the staff.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*