

#79995v2

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: MAINTENANCE SYSTEMS CLERK

REPORTS TO: Manager, Purchasing/Director, Facilities and Operations

SUPERVISES: N/A

LOCATION: Maintenance Complex

JOB SUMMARY: Ensures the maintenance department's purchasing and financial procedures are followed, database records are maintained and that all systems are consistent with Board Office protocols; as well, provides administrative support to department staff.

DUTIES AND RESPONSIBILITIES:

- Prepares and analyzes maintenance tender documents, purchase orders and other material requisitions. Identifies and ensures resolution of any anomalies or discrepancies;
- Tracks budgets and provides account information to appropriate personnel;
- Performs cost accounting analysis;
- Requisitions and distributes supplies and equipment and maintains and monitors inventories;
- Verifies invoices and packing slips against purchase orders;
- Prepares and maintains all necessary systems, reports, records, and files;

ADOPTED	REVIEWED	REVISED	PAGE
02-03-10		12/Jan/21	1 of 2
12-Jan-10		01-06-21	

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP3-28**

- Performs office telephone and/or radio coverage, data entry, and all general secretarial assistance required in support of maintenance department staff;
- Identifies and ensures resolution of any anomalies or discrepancies;
- Acts as backup to the Purchasing Clerk;
- Performs other related duties as assigned or as required.

QUALIFICATIONS:

- High school diploma plus directly related course work;
- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
02-03-10		12/Jan/21	2 of 2
12-Jan-10		01-06-21	