

JOB TITLE	DEPARTMENT	REPORTS TO
Work Order Specialist	Maintenance	Director of Maintenance, Building Services, and Projects

<b>Position No:</b> 81091	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C21	<b>Date Approved:</b> 7/24/01
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 7/12/21

JOB GOAL
Ability to assist with Work Orders, Filing, Bidding, Analysis and Procurement for the Trades Managers and Project Managers.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent.</li> <li>2. Nine (9)-credit hours of accounting courses preferred.</li> <li>3. T.A.B.E. test required.</li> <li>4. A working knowledge of computer software (i.e., Microsoft Word, Excel, PowerPoint, Windows, School Dude. and Skyward.</li> <li>5. Knowledge of Business English, grammar, spelling, punctuation, mathematics, accounting and bookkeeping procedures, modern office practices and procedures and record keeping methods as well as a working knowledge of school rules, regulation and policies.</li> <li>6. Skills in modern office techniques and practices.</li> <li>7. Ability to perform the functions of the position.</li> </ol>
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To serve as a liaison for the District regarding work orders and capital projects.</li> <li>2. To review daily on-line work orders to verify appropriate coding, contact appropriate principal/administrators to clarify questionable work orders and initiate correct action as necessary.</li> <li>3. To provide assistance to school facilities regarding the online work order system.</li> <li>4. To generate and close work orders on a daily basis.</li> <li>5. To requisition parts from the warehouse inventory to the work orders.</li> <li>6. To monitor the "Energy View System on a weekly basis.</li> <li>7. To monitor key control program for the district.</li> <li>8. To interact effectively with the general public, staff, co-workers, and administrators using tact and good judgment.</li> <li>9. To assist in preparing and posting any budget and budget amendments.</li> <li>10. To assist in balancing end-of-month and end-of-year reports.</li> <li>11. To compile monthly reports on all emergency calls.</li> <li>12. To coordinate all Key Control Access activities within the department.</li> <li>13. To be the back-up person to the bookkeeper and front desk.</li> <li>14. To perform assigned tasks in a timely and efficient manner.</li> <li>15. To perform assigned tasks to a high standard of quality.</li> <li>16. To perform other such duties as may be assigned by the Director.</li> </ol>
PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.