



**Job Title:** Secretary Maintenance - Custodial

**Exemption Status/Test:** Non-Exempt

**Reports to:** Assistant Director

**Date Revised:** April 14, 2016

**Dept. /School:** Maintenance

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**Primary Purpose:**

To assist in the routine work activities and secretarial tasks of the Custodial Department by providing clerical support to the Assistant Director and Manager.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED

**Experience:**

Minimum of three (3) years' experience

**Special Knowledge/Skills:**

Strong computer skills required  
Proficient in MS Office software preferred  
Oracle software application knowledge preferred  
Kronos experience preferred  
Must possess strong organizational skills  
Must possess good written and verbal communication skills

**Major Responsibilities and Duties**

1. Answer incoming calls for the Custodial Department and route to appropriate staff.
2. Arrange coverage for custodians when sick or on vacation.
3. Maintain vacation schedule for the department.
4. Enter requisitions for the Custodial Department and Vacuum Cleaner Shop.
5. Check SchoolDude for custodial work assignments and close work orders when complete.
6. Assist in the processing of new hires (scheduling interviews, initiating background checks, scheduling candidates for screenings, enrolling new hires in bio metric system, make ID badges, etc.)
7. Process attendance for all custodians in Kronos.
8. Maintain P-Card log for various department staff.
9. Complete accident reports.
10. Schedule custodians for special events.
11. Maintain tracking sheet of custodian locations.
12. Act as translator for the Maintenance Department as needed.
13. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals

**Posture:** Prolonged sitting; bending/stooping, kneeling, pushing/pulling, twisting and reaching

**Motion:** Frequent repetitive hand motions, frequent keyboarding and use of mouse, occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Exposure to normal indoor air quality issues; exposure to typical office noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.