

MAINTENANCE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position is primarily responsible for maintaining the parts, supplies and equipment database for the Department of Public Works - Buildings & Grounds. The incumbent is responsible for inventory, which includes the ordering, receiving, storing and distributing parts, supplies and equipment. This position also monitors various records of the mechanical equipment maintained by the department and issues preventative maintenance work orders as necessary. An employee in this position also assists the Maintenance Supervisor in assigning various work projects. The work is performed under the general supervision of the Maintenance Supervisor with leeway allowed for the exercise of independent judgement in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains a database of all parts, supplies and equipment;
Monitors various records of each piece of equipment maintained by the department such as date purchased, cost, warranties and other product information, maintenance schedules, work orders for repair and the associated labor performed and total cost;
Orders, receives, stores and issues supplies, parts, equipment and other materials;
Checks the quantity and quality of materials received against purchase orders and/or requisitions to ensure that they are correct;
Reviews and maintains work orders submitted by other departments;
Assists Maintenance Supervisor in coordinating and assigning various work projects;
Confers with the Maintenance Supervisor on unusual inventory, maintenance and repair needs;
Prepares and maintains stock control records and reports;
Sets up and maintains records of perpetual inventory for ready reference;
Locates and arranges to purchase infrequently used parts and equipment not covered by purchasing contracts;
Communicates with vendors and suppliers to ascertain information concerning prices, availability and shipment problems, if any;
Maintains adequate stock levels in anticipation of needs;
Telephones vendors to order stock covered by contract;
Prepares and maintains records and reports;
Assists superiors with the departmental budget, which includes summarizing data, identifying needs and projecting costs;
May advise co-workers on various parts/repair techniques;
May assist in planning new construction or major repair work;
May pick up and deliver supplies, parts and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of buildings and grounds, maintenance, repair and construction practices;
Good knowledge of safety precautions and practices associated with maintenance work;

Good knowledge of the methods and procedures used in receiving, storing and issuing supplies and equipment;
Good knowledge of inventory control methods and record keeping;
Working knowledge of purchase/requisition procedures;
Ability to make simple arithmetic computations;
Ability to understand and carry out oral and written instructions;
Ability to prepare and maintain records and reports;
Ability to lift and carry moderately heavy weights;
Ability to perform close detail work involving considerable visual effort and strain;
Ability to lay-out work;
Ability to operate a personal computer;
Mechanical aptitude;
Clerical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four years of building maintenance experience.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

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COMPETITIVE