



JOB DESCRIPTION

JOB TITLE	Zone Assistant, Facility Services
JOB LEVEL	C
DEPARTMENT	Facility Services
SUPERVISOR	Operations/Maintenance Leaders

POSITION SUMMARY

Under the direction of the Maintenance and Operations Leaders, the Zone Assistant, Facility Services provides administrative and clerical support to the designated zone to meet department and related system objectives. The incumbent provides clerical support to custodial and maintenance staff, delivering superior customer service through effective communication and collaboration with interdepartmental staff. The Zone Assistant collects and retains documentation accurately, following standardized processes, and utilizing the computerized maintenance management system (CMMS), financial software, and other computer programs to provide effective results.

DUTIES AND RESPONSIBILITIES

- Notify Leaders of emergency or priority situations.
- Make calls for emergency personnel or service, including utility companies.
- Respond to requests and inquiries or redirect as necessary.
- Process maintenance work orders in order of priority. Contact maintenance staff/contractors as necessary.
- Complete administrative tasks regarding work orders: input maintenance labour hours, material costs, and travel time.
- Use Board budgetary accounting system and purchase order system .
- Prepare journal entries, budget transfers and adjustments.
- Process and reconcile purchases made through purchasing card system by assigning account numbers and input information into software.
- Process invoices from contractors.
- Prepare letters, memos, and reports as requested by Facility Services Leaders.
- Receive and sort courier mail, Canada Post mail, e-mail and faxes.
- Record and distribute minutes for meetings.
- Order and receive deliveries of maintenance and office supplies as required.
- Process time sheets.
- Maintain record of staffing changes due to absences.
- Keep seniority and overtime lists, attendance and vacation records
- Contribute to the overall success of Facility Services by performing other essential duties and responsibilities as assigned

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

One and one-half years of related work experience is required. Demonstrated computer

experience and proficiency with Microsoft Outlook, Word, and Excel. Experience with CMMS programs, Financial software and Microsoft PowerPoint is preferred.