

**EMPLOYEE NAME:** \_\_\_\_\_

 Revised: 1/88; 10/91; 8/92; 11/92; 3/93; 5/93; 11/94; 2/97;  
 3/09; 10/12; 6/18; 11/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Secretary IV, Dispatching	<b>JOB CODE:</b> 487D
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Executive Director, Maintenance Services	<b>PAY GRADE:</b> Rank IV (NC04)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs clerical duties related to the operation of Maintenance Services.	
<b>REVISION DATE(S):</b> 11/23	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or HSE required
2.	Certification/License Required: None
3.	Experience: 2-years clerical experience, preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication, customer service and multi-tasking skills, computer proficiency in one or more of the following: MS Word, Excel, web-based maintenance software applications.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Answers phone calls from local schools and central office concerning questions about the status of routine maintenance work orders; directs calls to appropriate supervisor as needed.
3.	Answers phone calls from local schools and central office concerning emergency maintenance work orders and dispatches the appropriate technician; updates supervisors on emergency situations.
4.	Logs phone calls and dispatches technicians for non-emergency maintenance requests.
5.	Inputs work orders into Maintenance work order system; distributes copies to technicians as needed.
6.	Contacts utility companies concerning emergency power outages, gas leaks, and water main breaks; provides updated information to technicians and supervisors.
7.	Maintains technician unit location information; provides information concerning location of technicians when requested.
8.	Maintains vehicle assignment list and checks out spare vehicles.
9.	Maintains quarterly preventive maintenance schedules for maintenance vehicles; coordinates schedules with Fleet Maintenance Department.
10.	Coordinates annual maintenance vehicle emissions inspections; coordinates with Fleet Maintenance.

11.	Supplies temporary employee identification badges; maintains log book.
12.	Opens and distributes departmental mail.
13.	Types correspondence as requested.
14.	Performs duties of other office clerical personnel in their absence.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_