



JOB DESCRIPTION

JOB TITLE: Facilities Clerk	FLSA: Non-Exempt
Department: Facilities	Date Reviewed: 5/19/2015
Security Sensitive: Yes	Grade: A-13
Reports To: Director of Facilities & Security	

Job Summary

Under the general direction of the Director of Facilities, receives and processes work orders and security requests via print-out and two-way radio. Serves as back-up for the switchboard; communicates with vendors regarding parts, supplies and services; maintains a computerized record of completed work requests and an inventory of assets. Performs secretarial tasks for the Director of Facilities and Security.

Essential Functions

- Accepts delivery of items to the College and ensures prompt distribution to party addressed;
- Maintains and monitors receiving guidelines;
- Notifies maintenance and security of required services;
- Records reports when work orders are completed;
- Responsible for tagging equipment and maintaining records for Fixed Assets on GC campus;
- Trains work-study helpers every semester to assist in Receiving;
- Researches information and designs documentation to complete proposals for special projects within the department;
- Maintains MSDS records for college campus;
- Helps to teach and facilitate safety meetings and any other training;
- Drafts all interior/exterior signage before sending to contractor;
- Maintains First Aid Kits and Defibrillators on college campus;
- Prepares and issues Reserve Parking tags for college campus;
- Drafts forms necessary for Facilities use to help with cost savings;
- Maintains maintenance on 2- way hand held radios for Maintenance and Security;
- Maintains Security uniform inventory and equipment;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimums Education, Skills and Abilities

- High School diploma or GED;
- Two years experience using computers on the job or an equivalent combination of education and experience;
- Working knowledge of computers, two-way radio and switchboard system;
- Excellent communication and organizational skills with a commitment to quality service;
- Knowledge of physical plant operations is preferred.

Work Environment

- This position is primarily sedentary, working at a desk in a climate controlled office.

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date