

## **Hobbs Municipal Schools Job Description**

**Position:** Maintenance/Warehouse Secretary

**Group:** 6

**Supervisor:** Director of Maintenance or Maintenance Supervisor

**General Job Description:** To perform clerical work as required for the HMS Maintenance and Warehouse Departments.

**Qualifications:**

1. High School Diploma/GED
1. Two years secretarial experience
2. Typing; transcription skills
3. Computer skills
4. 2-way radio; 10-key skills preferred
6. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Engage in self-development
3. Follow district policies and administrative rules and regulations.
4. Know what to do to successfully complete assigned work.
5. Project over-all concern for personal appearance as it relates to job performance.
6. Prepare purchase orders for department
7. Obtain price quotations
8. Prepare price inquiries as needed
9. Prepare personnel paperwork as needed.
10. Maintain personnel files
11. Perform necessary tasks as required for the School Dude online work order system
12. Type correspondence as required
13. Maintain filing system.
14. Dispatch maintenance personnel as Instructed Director of Maintenance or Maintenance Supervisor or Designee
15. Maintain continual radio contact with personnel throughout the day.
16. Create accurate and complete program to facilitate departmental operation.
17. Answer incoming telephone calls for department
18. Payroll for maintenance staff throughout the year; and for custodial staff and summer help during the summer months.
19. Supervise and grade Office Technology student employee
20. Perform any other duties as assigned by the Director of Maintenance, Maintenance Supervisor or Designee.

**Additional Duties and Responsibilities:**

1. Maintain a positive office environment.
2. Meet established time deadlines on all reports.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Blood borne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.