

South Jordan City

Job Description

Title: Administrative Assistant/Lead
Org: 100230
Pay Grade: 9

Effective Date: 6/9/20
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Provide a variety of advanced clerical, purchasing, administrative assistant duties, and janitorial oversight of facilities operations to include a variety of specialized record-keeping and quality department services.

SUPERVISION RECEIVED

Facilities Manager

SUPERVISION EXERCISED

Custodian
Custodian PT

ESSENTIAL FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Provide administrative and clerical support to Facilities Manager.

Maintain an accurate database to inventory and issue keys to all city employees.

Develop and maintain a database for the monitoring and reporting of the Preventive Maintenance Program. Compile reports, schedule all PM tasks, enter all data for new and existing preventive maintenance tasks, and assist in monitoring the preventive maintenance program.

Support facilities staff with associated duties of the preventative maintenance program.

Track and maintain a training database to monitor training, certifications, licenses and memberships of the division staff.

Organize data and generate reports from quality control inspections of maintenance and custodial work.

Monitor custodial supplies and inventory; assure proper inventory of materials and equipment such as chemicals, cleaning supplies, light bulbs etc.

Generate reports, collect data for the purpose of reducing waste, and submitting equipment replacement plan.

Perform general facility security tasks; attend special events and activities as required; assure that rooms, offices, and various city areas are locked and secure; may provide access to various authorized groups which have scheduled use of facilities, rooms, and equipment.

Assist with scheduling and coordinating staffing of custodians; coordinate custodial projects.

Train new custodial employees in proper cleaning techniques and how to use janitorial equipment.

Assist with regularly scheduled custodial inspections and walk-throughs of City buildings.

Perform general administrative functions as needed to assure office efficiency and effectiveness; prepare and track purchase orders and buy office supplies; track invoices, reconcile and monitor credit card purchases to reflect receipts and statements. Act as a liaison between the division and Finance.

Required to assist with maintenance and/or custodial duties when assigned or needed.

Coordinate all uniform purchases in accordance with the uniform policy of the department.

Complete special projects as required.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or GED.

AND

B. Four (4) years of responsible experience in above related duties.

2. Special Qualifications:

Valid Utah Class D Drivers License

Net 45 wpm using City approved testing method

Local government experience preferred

3. Knowledge, Skills & Abilities:

Working knowledge of office equipment including but not limited to: fax machines, copiers, printers and computers.

Ability to operate a personal computer, intermediate knowledge of Microsoft products and database programs. Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Knowledge of practices, tools, equipment and materials used in custodial work; knowledge of safety practices of custodial work and use of cleaning agents and equipment; knowledge of hazardous materials policies, procedures and safety regulations; knowledge material data safety sheets (MSDS).

Ability to operate tools and equipment used in custodial work; ability to follow oral and written instructions; ability to perform moderate lifting and other duties requiring moderate physical strength. Ability to complete a weekly routine as required.

Ability to develop working relationship with co-workers and supervisor(s) and be able to work independently. Ability to work as a team, helping other employees and the public; must be able to recognize unacceptable conditions and correct them with minimum direction.

Ability to process information, interact with computer programs, make decisions and solve problems. Develop specific goals and plans to prioritize, organize, and accomplish work tasks. Effectively communicate, verbally and in writing. Work independently and deal effectively with stress caused by continuous public contact in an often fast-paced environment. Maintain effective working relationships with supervisors, fellow employees and the public.

4. Work Environment:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (0-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serv/Maint
Location:	Facilities	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	619