

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Facility Clerk*
Schedule Terms: **12 Months**
Salary Classification: **Non-exempt**

GENERAL STATEMENT OF RESPONSIBILITIES: Performs duties that support the day to day operation of the Facility Department. Fosters a positive working relationship with the Board of Directors, Homeliving Supervisor, students and staff. Plays an integral part in providing a service-oriented relationship with all residential departments and assists in ensuring the smooth and efficient operation of the Facility Department.

PRINCIPAL DUTIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this Position Description;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- File and maintain timesheets, travel authorizations, purchase orders, and all documents for the Facility Department staff;
- Compose, type and file routine correspondence, reports, purchase documents, work orders and other correspondence for facility management;
- Assist the Facility Department in planning and providing office management in daily functions;
- Submit travel arrangement for meetings, conferences and training for Facility Department staff to the Business Office for processing;
- Maintain facility management accounts, budget and expenditures. Maintain balances in each account line item;
- Attend staff meetings and training;
- Provide monthly expenditures report of each account to Facility Supervisor;
- Assist in property inventory and annual inspections for all property of WRHI;
- Understand the FMIS (Facility Management Information System) and MAXIMO database and its features on work orders, property inventory backlogs, and entry to OFMC Central Office;
- Receive work orders and enter orders into FMIS/MAXIMO. Maintain all work orders submitted from departments and inform which work orders are of an urgent nature for repair to the Facility Supervisor;
- Inform department personnel of urgency to avoid delays in repairs and maintenance;
- Screen telephone calls and provide information to staff, vendors and contractors;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Assist in updating and maintaining the following policy and procedure: Hazard Communications, Standard Operating Procedures (SOP), Continuity of Operations (COOP), Emergency Procedures Guide, EMAP, Fire Evacuation Plan and GSA & School Vehicle Usage Policy;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

QUALIFICATIONS:**Acceptable Education, Training & Experience:**

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- 32 post-secondary semester credit hours in an applicable academic discipline, including fields related to business, administration, or bookkeeping;
- Three years of related work experience;
- Ability to operate in a daily business type of setting;
- Computer literate with knowledge of different software applications;
- Must have some knowledge of shipping and receiving;
- Ability to communicate with the public and possess good public relations;
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;
- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;
- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRHI's insurance policy;
- Must be highly motivated with excellent verbal and written communications skills;
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical. Be able to reach, bend, stoop, and frequently lift up to 50 pounds. Be able to work in a sitting position for long periods of time (up to 8 hours).

COMMITMENT AND DEPENDABILITY: Must be an integral member of a successful team and be dedicated to the provision of the highest level of service to WRHI.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Must plan two (2) to twelve (12) weeks in advance.

PUBLIC CONTACT: Interacts primarily with students and staff and WHS staff, if required.

RESPONSIBILITY: Must use own initiative and good judgment in performing job and accessing confidential records/information.

EVALUATION PROCEDURES: In accordance with provisions specified in Personnel Policy and Procedure.

SUPERVISION RECEIVED: Yes.

SUPERVISION GIVEN: None

CERTIFICATION

I have read and understand the foregoing Position Description. I had an opportunity to ask questions with regard to any and all statements contained in the Position Description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the Position Description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____ **DATE:** _____
Facility Clerk

REVIEWED BY: _____ **DATE:** _____
Facility Supervisor

REVIEWED BY: _____ **DATE:** _____
Homeliving Supervisor