

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>District Office Specialist–Maintenance</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Maintenance Supervisor
<b>EDUCATION:</b>	High School Diploma or GED Equivalent AAS Degree preferred Experience in service industry and accounts payable required.	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	260 Day/Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>Under direction, provides office support for the Maintenance department. Performs responsible accounting work processing accounts payable and invoices. The work involves the processing of vendor invoices and other claims for payment. The worker establishes and implements processing procedures for the payables, monitors and adjusts workloads on weekly basis. The worker uses calculators, computer terminals, scanners and other office appliances and common knowledge of Business English and modern office procedures and practices. General knowledge of basic bookkeeping methods/ practices used in financial and statistical clerical work. Experience and/or education in computer operations (Word/Excel), 10- key entry and data processing procedures and the ability to respect confidential information.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district’s communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is safety sensitive.</p>	

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To):**

1. Process weekly accounts payable vendor checks including assembling, tabulating, coding, verification of signatures and all filing of related paperwork.
2. Keeps records and documentation in an organized system.
3. Makes accurate mathematical calculations and make and verify extensions and makes appropriate corrections.
4. Receives and verifies requisitions, travel reimbursements, and processes invoices for payment with appropriate supporting documentation.
5. Coordinates accounts payable function relative to invoices and payments to vendors and determination as to correctness.
6. Performs a variety of routine secretarial and clerical work including typing, calculating and word processing.
7. Knowledge and highly proficient in the use of computers, printers, faxes and other office equipment as needed.
8. Codes and matches maintenance and new building invoices.
9. Copies all fixed asset documentation for debt, bond, and fixed asset folders.
10. Creation of master vendor payment list for monthly billings.
11. Processes timecards for department, keeps and updated spreadsheet of all work orders completed by maintenance department.
12. Regular attendance is an essential function of this position.
13. Additional duties as assigned by Maintenance Supervisor.
14. Answers incoming telephone calls, takes messages, and responds to questions from the public and District employees.
15. Routes calls to appropriate individuals.
16. Maintains contract and debt files with appropriate documentation.
17. Tracks and monitors project expenses for all small and large projects, comparing budget to actual.
18. Attends Architect/Contractor/Owner and Pre-Bid meetings and takes minutes.
19. Prepares and submits required bid publications.
20. Professionally prepares correspondence, policies, protocols, procedures, handbooks, and reports.
21. Makes travel arrangements as necessary.
22. Federal, state and local compliance reporting.
23. Maintain work order system.
24. Regular attendance is an essential function of this position.

25. Other duties as assigned.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				

Maximum amount lifted by worker without assistance: No more than 75 lbs.

If required, lifts over 75 lbs. are performed with two or more people or lift devices.

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				

Maximum amount carried by worker without assistance: No more than 75 lbs.

If required, carrying over 75 lbs. are performed with two or more people or lift devices.

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				

Maximum weight of object pushed/pulled by worker: No more than 75 lbs.

Distance: 300 ft. Type of Surface: (i.e. level, carpet, tile): tile

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>100</u> % of the time	/ Works Outside <u>0</u> % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				X	
Twist				X	
Crouch/Squat				X	
Kneel		X			
Crawl	X				
Walk-Level Surface				X	

Walk-Uneven Surface			X		
Climb Steps			X		
Climb Ladder		X			
Work at Heights		X			
Reach at or Above Shoulder				X	
Reach Below Shoulder				X	
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

**ENDURANCE**

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting					X	5.5 hours	6.5 hours
Standing				X		.5 hours	6.5 hours
Walking				X		.5 hours	6.5 hours
Change Positions				X			

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
Print Employee Name Employee Signature Date

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
Print Name Title Signature Date

Prepared by: Director of Human Resources

**In the event of an on the job injury:**

*For physician to complete:*

**Is this job appropriate?**  Yes  No Date of Release: \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature Date