



## Maintenance Administrative Assistant Administrative Procedure 2.B.115

2.0 Human Resources  
2.B. Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** December 2003

**Date Amended:** December 2005, October 2006, April 2012, August 2018, December 2024

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### PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

### GENERAL POSITION DESCRIPTION

The Maintenance Administrative Assistant is responsible for the confidential administrative assistant duties to the Maintenance Department and works under the supervision of the Buildings Supervisor. This person operates as part of the Operation Support Centre office team that provides efficient and effective service within the office as well as service to the school division. The Operation Support Centre Division office Team operates under the daily direction of the Secretary-Treasurer.

### RESPONSIBILITIES AND DUTIES

1. Provide clerical support for the Buildings Supervisor.
2. Assists the Buildings Supervisor in preparing for meetings and workshops.
3. Assist with the processing of maintenance invoices in accounting software.
4. Monitor and update absence and leave requests in accounting software.
5. Record maintenance extra hours in accounting software.
6. Assists with maintenance / caretakers personnel PD.
7. Maintain filing of maintenance files – paper and digital.

### SKILLS / QUALIFICATIONS

- Strong interpersonal skills; working as part of a team.
- Excellent verbal and written communication skills.
- Strong organizational skills.

- Demonstrated data entry skills with a great attention to detail and accuracy.
- Ability to prioritize and manage time to ensure deadlines are met.
- Strong computer skills and experience working with accounting software applications, Word, and Excel

#### EMPLOYMENT REQUIREMENTS

- Diploma in a recognized administrative assistant program (or equal combination of academic and practical experience)
- Minimum of two (2) years related experience.