

Posted on: January 15, 2025 at 4:50 pm

CUPE#4255– SL2025

Position: **Maintenance Clerk – Permanent**

Location: **Smiths Falls Board Office**

Hours of work: **35 hours/week**

Salary: **\$28.21/hour**

Effective: **Immediately**

Note

Please refer to the attached job description for further information.

Qualifications

- Ontario Secondary School Graduation Diploma, Business Studies, or equivalent.
- Two (2) years of clerical experience.
- Experience with MS Word and Excel.
- Database experience would be an asset.
- Must have excellent communication (oral and written) and interpersonal skills and must be able to react effectively to emergencies.
- Must have good mathematical and organizational skills.

Interested applicants may submit a cover letter and resume no later than:

Wednesday January 22, 2025 by 4:00pm

Please specify what position you are applying for.

e-mail: hr@cdsbeo.on.ca

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

A. JOB IDENTIFICATION:

TITLE:	MAINTENANCE CLERK
DEPARTMENT:	PLANT & MAINTENANCE
IMMEDIATE SUPERVISOR:	MANAGER, COORDINATOR & SUPERVISOR OF PLANT & MAINTENANCE

B. JOB SUMMARY:

Reporting to the Manager, Coordinator & Supervisor of Plant & Maintenance, the Maintenance Clerk will assist with the custodial staffing replacement process, maintenance of databases, preparation of tenders and quotations; gathering and processing of invoices and other information that will assist with the activities of the department.

C. Duties and Responsibilities:

- Maintain the database for absences and vacation time for replacement.
- Track community use in schools for replacement purposes and provide information to Plant Operations Supervisor.
- Assist in custodial staffing replacement when the Plant Operations Supervisor is away.
- Forward all e-works work orders to the Plant & Maintenance Supervisor.
- Prepare quotations and requisitions for maintenance supplies.
- Gather and process invoices and all other related information by tracking and scanning special project information.
- Assist in the preparation of tenders and quotations.
- Assist in the preparation of building construction contact documents and manuals.
- Maintain building records and Architectural, Structural, Mechanical and Electrical Drawings.
- Assign codes and maintain the intrusion alarm code database for Board employees.
- Generate requisitions as needed for the department.
- prepare spreadsheets.
- Ensure that all required documentation such as insurance and WSIB certificates, bid and performance bonds are submitted by contractors.
- Notify principals of inspection dates scheduled in their schools.
- Assist in the collection of data for the fire safety plans.
- Perform clerical duties associated with the day-to-day operation of the department.
- Replace the receptionist as required.

D. Qualifications:

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