Facilities Operations Assistant

Job Code 00007247

General Description
Responsible for administering departmental contracts to ensure contract requirements are being met, assist in tracking account expenditures, capital property inventory and for updating all safety data sheets records.

Example of Duties
Administer departmental annual contacts.
Submit material requests for purchases.
Approve material requests that are $500 and over.
Submit customer work requests.
Assist in tracking discrepancies on work requests.
Prepare various reports.
Ensure proper accounts are used for purchases of materials, equipment and services.
Ensure billing is accurate on accounts.
Ensure shops maintain a safe work environment.
Monitor shop expenditures.
Track completion of preventive maintenance work requests.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Institutional policies and procedures, governing laws and regulations.
Skill in: interacting courteously with others; working as a team member; preparing documents reports and spreadsheets; decision making and problem solving; oral, written & interpersonal skills; operating a computer and related software.
Ability to: read and understand written instructions; understand & interpret contracts, inventory printouts; prepare and complete requests, timesheets, reports, messages, correspondence, etc; prepare clear, concise and grammatically correct correspondence; proofread; prioritize workload; basic math; track expenditures, spreadsheets and requests; explain information; communicate with others.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.

Other Requirements

Revised 09/20/2012