

POSITION: ASSISTANT WORK ORDER CLERK

BASIC FUNCTION OF POSITION

Enters maintenance and preventive maintenance and preventive maintenance work orders into the PASS WOW database. Works as clerk typist, Auto Cad operator, and dispatcher for the GSO maintenance section. Receives work order requests from the PASS WOW module, phone call, radio and email. Forward routine and PM work order to lead work order clerk or Maintenance Supervisor or Facility Manager for action. Close out all work orders, by PASS WOW procedure, Prepare monthly reports on completed and outstanding work orders and pass to Maintenance Supervisor or Facility Manager. Handle daily emergencies. The assistant work order clerk reports to Senior work order clerk and Maintenance Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

- A. Receives all requests for emergency, urgent or routine work from occupants of US Government-Owned/Leased offices and residences. When informed of an emergency that requires immediate action by the GSO, Maintenance personnel, informs the Facilities Maintenance Manager and the Maintenance Supervisor. In their absence makes every effort to assure that corrective action is taken as soon as possible. Prepares Work Requests using WEB PASS WOW, based on information received from the Facilities Maintenance Manager and the Maintenance Supervisor, or, from any requester in case of an urgent work requirement or emergency. ...50%
- B. Forwards Work Requests for approval to the Facilities Maintenance Manager, or in his absence, to the maintenance Supervisor. Input all pertinent information in the WEB PASS WOW system. Distributes by email copies of Work Requests to the requester, each shop foreman or foreman of the team that will perform the work, and retains all other copies. Records the cost of labor and material. Upon receipt of completed Work Requests from the shops, record all pertinent information in the PASS WOW system and files the completed Request in the appropriate facility folder. ...30%
- C. Prepares Buildings and After Hours access requests, tools, equipment, and property issue or transportation, for approval...10%
- D. Update Computer Aided Drawing Design (CADD) for all new projects and government properties. Logs and files all drawings...5%
- E. Answers telephone calls for the GSO Maintenance Section. Perform other duties as assigned by supervisor. ...5%