

## **POSITION: WORK CONTROL CLERK**

### **BASIC FUNCTION OF POSITION**

Receives all Work Orders, routine or emergency. Forwards to the Facilities Manager, or in his absence to the Maintenance Supervisor. Distributes work orders and maintains documents. Records cost of labor and materials along with the appliance's serial and property identification number and provides information to the Record Clerk. Controls Work Order log. Prepares for petty cash, health unit referrals, tools, equipment, etc. Time and Attendance Keeper for the Buildings & Maintenance.

### **MAJOR DUTIES AND RESPONSIBILITIES**

A. Receives all requests for emergency, urgent or routine work from occupants of US Government-Owned/Long term Leased offices and residences. When informed of an emergency that requires immediate action by, B&G (Maintenance personnel, informs the Facilities 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 based on information received from the Facilities Manager and the Maintenance Supervisor, or, from any requester in case of an urgent work requirement or emergency.---35%

B. Forwards Work Requests for approval to the Facilities Manager, or in his or hers absence, to the maintenance Supervisor. Sequentially numbers all approved Work Requests, and records all pertinent information in the Work Request Log. Distributes 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, filed in an orderly manner. When work is performed on any appliance, records cost of labor and material along with the appliance's serial and property identification number on the Work Request and provides that information to the Property Record Clerk each Friday afternoon. Upon receipt of completed Work Requests from the shops, record all pertinent information in the Work Request Log and files the completed Request in the appropriate facility folder. Prepares data input and maintains statistics for the Post Administrative Software Suite(PASS)program.--50%

C. Prepares requests for petty cash, health unit referrals, tools, equipment, and property issue or transportation, for approval by the Maintenance Supervisor or the Facilities Manager.---5%

D. Maintains Daily Attendance Records for all B&G (Maintenance) personnel in an accurate manner and provides a completed copy of it to Budget & Fiscal Office at the end of the pay period.---5%

E. Answers telephone calls for the Maintenance Section. Perform other duties as assigned by her supervisor.---5%