

SUPPORT STAFF POSITIONS
Job Description: Operations Secretary
Non Exempt

TITLE: Operations Secretary

DEFINITION: Under the general supervision of the Director of Environmental Services, the employee will perform responsible and varied clerical and secretarial work functions; and other related work as required.

QUALIFICATIONS:

1. High School Graduate or equivalent
2. Strong organizational skills
3. Good oral and written communication skills
4. Computer literate
5. General knowledge of mechanical parts
6. Strong people skills
7. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Environmental Services

DUTIES:

1. Maintain an efficient and productive office.
2. Answer phones.
3. Assist in monitoring heat program/buildings daily to ensure that the system is running properly; make necessary adjustments to program/schedules.
4. Make calls to vendors/contractors for minor repairs.
5. Order parts, materials, and equipment for the department/district as needed.
6. Complete Purchase Order for each individual bill and verify invoices and statements for Maintenance and Transportation departments; make copies and file accordingly.
7. Maintain Facility Use Contracts: Schedule, custodians for building use, special events. Verify that contracts are approved with building principals and that the proper insurance for each event is current and in place when required.
8. Responsible for filing Worker Comp Claims and making doctor appointments for Maintenance department staff; also responsible for making sure that each individual that has a claim follows doctor orders and track future appointments. Keep in contact with the Risk Manager.
9. Maintain maintenance vehicle maintenance schedules.
10. Maintain supply room. Responsible for ordering supplies for custodial and maintenance needs and track usage.
11. Assist in assigning work orders as they are approved.
12. Laundry for custodial/maintenance staff.
13. Schedule custodial subs as needed.
14. Verify hours, track absences, vacation/personal for maintenance/custodial staff.
15. Maintain keying system for the district – cut keys, pin locks, order parts, key assignment verification.
16. Prepare and order annual paper supply for district and schedule delivery.

17. Prepare annual Transportation Report for CDE.
18. Prepare and maintain small vehicle driver authorization requests, reports and make sure that drivers can be insured, file monthly report.
19. Display initiative in evaluating and increasing the effectiveness of the custodial/maintenance department.
20. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not officially be on duty.
21. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
22. The employee is held accountable for all duties of the job.
23. Perform all other tasks as assigned by the Director of Environmental Services.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the director of environmental services in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Rio Grande Hospital Clinic
1280 Grand Avenue
Del Norte, CO 81132
(719)657-2418

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and the Risk Manager in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAS-R approved by Board of Education: 06/26/08