

MAINTENANCE DEPARTMENT RESPONSIBILITIES AND DUTIES

- 1.0 Prepare and process purchase orders and work orders in accordance with divisional policy.
- 2.0 Prepare and place approved advertisements, as required (snow clearing, employment, spraying program).
- 3.0 Compile and place standing order for paper supplies.
- 4.0 Provide clerical support related to maintenance tour, painting tender, five-year capital plan, herbicide program, maintenance committee meetings, and policy development.
- 5.0 Assemble, proof, photocopy and distribute correspondence, minutes and reports, as required.
- 6.0 Perform other job related responsibilities as assigned.

OTHER RESPONSIBILITIES AND DUTIES

- 1.0 Maintain computer network backup system.
- 2.0 Install accounting program update files, as required.