



Position Title		Division
Maintenance Clerk		Finance & Administration
Reports To:	Department	Date
Facilities Manager	Facilities	October 4, 2021
Supervises	FLSA	Revised
N/A	Non-Exempt	

GENERAL SUMMARY

Under general supervision and following established policies and procedures, the Maintenance Clerk is responsible for overseeing and maintaining the Record of Retention and Destruction program. Responsible for performing and resolving a variety of clerical duties, maintenance issues, courier deliveries, and custodial needs on an on-going basis. Duties may include but are not limited to: cleaning branches, trash removal, purchase of cleaning/maintenance supplies, schedule on-going and contracted maintenance and snow removal. Responsible for completion of assigned errands and tasks per requests or on authorized schedules.

MAJOR RESPONSIBILITIES *(in descending order of importance and should be no more than 10, if possible)*

1. Maintains Records Retention and Destruction Program with guidance from the Facilities Manager. Partners with the credit union's 3rd party vendor in managing the storage and/or destruction of records.
2. Maintains stock of select office and branch supplies. Controls the ordering of business cards and other Credit Union printed materials.
3. Oversees shredding procedures at Corporate Center. Acts as a liaison with the credit union's 3rd party vendor.
4. Performs a variety of facilities duties, including but not limited to: replacing light bulbs, moving furniture, relocating records, snow removal/ice management and setting up rooms for meetings or events, etc. Maintains inventory of necessary supplies, i.e. light bulbs, toner cartridges.
5. Monitors and approves office and janitorial supply purchase orders.
6. Assists with maintaining cleanliness of all Credit Union properties, inside and out.
7. Perform all duties of a courier or assists the courier, as needed.
8. Performs other facilitates and/or clerical related duties, as assigned by Facilities Manager or Vice President, Facilities.

QUALIFICATIONS:

Education

High school diploma or equivalent (GED) education required.

Experience/Skills/Knowledge:

1. Must possess a valid driver's license and have the ability to operate a motor vehicle.
2. Ability to function in an environment in which working conditions vary: noise, heat, dust, snow, ice.
3. Ability to operate folding, inserting, and letter opening machines.
4. Requires lifting of boxes up to 60 lbs.
5. Ability to manage multiple tasks simultaneously and produce an effective outcome.
6. Excellent verbal, reading comprehension and interpersonal communication skills.

7. Basic computer proficiency required. Must be able to use Microsoft Outlook and the Internet to perform job-related tasks.
8. Excellent organizational ability and time management skills
9. Ability to function in a financial institution branch environment and utilize standard office equipment including but not limited to: postage machine, fax, copier, telephone, etc. Travel required

GENERAL DESCRIPTION:

In terms of physical requirements, this position requires work best described as:

☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy

PHYSICAL TASKS:

- Standing/Walking - Continuous
- Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
- Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
- Reading – Ability to receive information through fax, e-mail and text messages - Continuous
- Driving - Ability to travel to various credit union locations via vehicle - Continuous
- Bending, stooping and walking – Extensive
- Ability to climb ladders, crawl into small spaces. - Frequent

AUDIO / VISUAL:

- Requires vision to perform work dealing with data and figures and computer screens. -Continuous

PSYCHOLOGICAL/MENTAL DEMANDS:

- Responds positively and productively to stressful internal (employee)/situations. - Continuous
- Assists others to work harmoniously and effectively as part of a work team. – Continuous

Employee's Signature		Date	
Manager's Signature		Date	
Human Resources' Signature		Date	