



Job Title: Plant Operations Clerk

Department: Maintenance, Grounds & Plant Operation
Reports To: Director of Maintenance, Grounds & Plant Operations
Grade: CA-05
Number of Days: 12 Months
Security Access: None
Current Date: December 16, 2018
Overtime Status: Non-Exempt

Job Objectives: To support the needs of the Plant Operation office and to ensure complete and detailed reporting through consistent communications and documentation.

Minimum Qualifications:

- High School Diploma, GED, or equivalent.
- Excellent Computer Skills including Microsoft Office, Munis and KRONOS.
- Ability to communicate on a professional level (verbal & written).
- Good Interpersonal & Organizational skills.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Answer incoming calls in a timely matter.
- Escalate emergency calls to the appropriate personnel.
- Ensure all messages are properly forwarded to appropriate personnel within specified time frame.
- Sort, stamp and distribute inter-office and general mail.
- Maintain and file personnel records.
- Process paper work for new hires.
- Assist in scheduling new hire orientation and safety training.
- Assist in processing resignation/termination paperwork.
- Enter RQ's in Munis for Custodial Supplies.
- Copy and mail the safety and trade communications to all locations.
- Keep daily logs for substitute custodians.
- Keep accurate attendance logs and audit KRONOS.
- Keep safety bulletin board up-to-date.
- Complete the accident/injury reports for custodial staff.
- Communicate payroll discrepancies for custodial staff to the appropriate departments.
- Assume general duties of receptionist when needed.
- Perform other tasks as assigned and requested by the Director.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Excellent Communication.
- Working knowledge of Excel & Word.
- Type 50 words a minute.
- Telephone etiquette.
- Human Relation Skills.
- Self-starter and detailed oriented.
- Positive Demeanor/Attitude/Image.

Supervisory Responsibility:

- None.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office.

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