



# BEAR VALLEY SPRINGS ASSOCIATION JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant to Facilities Maintenance Manager

**DEPARTMENT:** Facilities Maintenance # 11

**CLASSIFICATION:** Part-time; Hourly, Non-Exempt (20-29 hrs per week)

**SALARY RANGE:** \$14.74 – \$17.96 max per hr., DOE

**JOB PURPOSE OUTLINE:**

The Facilities Maintenance Administrative Assistant Performs administrative duties to assist the Facilities Maintenance Manager in populating reports, creating reports, monitoring employee timekeeping and payroll, coordinating and scheduling equipment service repairs per work orders submitted, ensuring due dates are met for Accounting and Human Resource deadlines. Additionally, assist members and staff with general questions, and maintenance requests.

**REPORTS TO:** Under the direction and supervision of the Facilities Maintenance Manager.

**WORK ENVIRONMENT:** Bear Valley Springs Association kitchens, restaurants, bars, food service areas, waste areas and storage areas.

**ESSENTIAL JOB FUNCTIONS / KEY RESPONSIBILITIES**

- Perform daily administrative tasks to assist the Facilities Manager.
- Create work orders corresponding to common are repairs needed.
- Routes work orders to maintenance shop employees per daily schedule
- Assist with employee disciplinary documents and maintain Human Resource files.
- Write pertinent memos and information to staff.
- Ensure job descriptions are accurate and/or up-to-date and provide changes as needed.
- Issues personal protective equipment and supplies to employees.
- Assist Facilities Manager with their administrative reporting or correspondence, whenever needed.
- Assure proper levels of first-aid supplies are maintained and order supplies when necessary.
- Create/implement any necessary forms or documents for Facility Maintenance Manager.
- Answer customer inquiries, answer phone calls, provide excellent customer service to all members and guests.
- Issue work orders for facility maintenance and repair.
- Check in and sign for deliveries by vendors for the Maintenance Department.
- Receive, issue coding and forward invoices for Facilities Manager's approval, when needed.

- Request and fax gate passes monthly to the Front Gate for outside contractors when needed
- Perform all general office functions including files, scans, forms, machines, etc.
- Maintain a neat, clean and professional appearance at all times.
- Maintain good public relations with property owners, guests and fellow employees.
- Perform all reasonable requests made by Supervisor or Manager.
- Follows BVSA Employee Handbook and policies.
- Follows departmental policies and standard operating procedures.

**KEY RELATIONSHIPS:** Amenity Managers, Amenity admin. support employees, and Janitorial department.

**QUALIFICATIONS:**

- Excellent customer service skills, ability to work with the public.
- Knowledge of general office/business practices and customer relations.
- Knowledge of basic accounting principles.
- Proficient working ability with Microsoft Office programs including, Outlook, Word, Excel, Power Point and Publisher.
- Ability to create and write basic reports and correspondence.
- Ability to speak effectively with customers or employees of the organization. Must be able to project a friendly, pleasant and welcoming demeanor and communicate in English, both verbally and in writing.
- Schedule shifts are primarily weekly business hours with some flexibility required
- While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to feel or handle, reach with hands and arms, see, talk, hear, and taste or smell. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 30 pounds.

**STANDARD SPECIFICATIONS / DISCLAIMER**

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Signature of Employee

Date:

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Signature of Department Mngr.

Date: