
MAINTENANCE SUPPORT CLERK, PS-05

FUNCTIONAL PURPOSE

Performs a variety of data collection and processing tasks in support of scheduling, planning, control, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts and tools.

DUTIES AND RESPONSIBILITIES

1. Reviews completed work orders for workhour and material use; compares this information with estimated requirements and reviews for accuracy and completeness; obtains information required to reconcile discrepancies, and makes corrections.
2. Assists in identifying materials, skills, tools, and equipment to satisfy work requirements; schedules and adjusts workload to match available resources; reviews and enters work request data and completed documentation into data system.
3. Receives requests for maintenance work and prepares work orders; assesses urgency of request, and assigns a priority code. Notifies appropriate maintenance employee when urgent requests are received.
4. Enters and updates maintenance records on data systems; maintains files and records of mechanical, electrical and electronic drawings, publications required to support maintenance operations, correspondence, tool and parts documentation, computer software and system printouts.
5. Performs general computer support, including file backup; uses software programs to produce reports; prepares correspondence, operates other office equipment; performs a variety of other tasks to support maintenance administration.
6. Receives, unloads, stores and issues items against corresponding documents; reconciles differences in shipments with suppliers; performs periodic reviews of inventory levels and corrects records; keeps inventory stock, storage and work areas clean and orderly; may drive a vehicle to pick-up, deliver, or ship materials to or from supply houses or other postal facilities.
7. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability.

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8. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0013

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