

Contract Specialist



Reports to: Director of M&O
Salary Schedule: Schedule C
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 5
Revised Date: April 2011

SUMMARY:

Provide daily secretarial services and assist in the operation of the Maintenance Department, oversight of the Small Works Roster and Public Works Contracting under \$200,000.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Budget responsibilities include tracking spending for the Maintenance, Grounds and Custodial departments. Assisting with reallocation of funds within budgets and running budget reports from the Skyward.
- Process purchase orders in the Skyward system and assign purchase orders for the procurement of equipment, materials, supplies and goods.
- Maintain records and process all payroll and personnel absentee logs, time sheets and track department Personal Leave requests. Update employee files including payroll changes, confidential information, and certifications/credits.
- Maintain all aspects of the Small Works roster including bonding and insurance updates, legal advertisements. Must stay current on all applicable RCW's, WAC's and other state policies and codes.
- Responsible for all aspects of Public Works contracting as it relates to the small works roster, from bid solicitation to project completion ensuring that projects are completed on time, within budget and adhere to all Washington State laws of public contracting.
- Responsible for updating and maintenance of records and books relating to OSHA, WISHA, MSDS, EPA and all aspects of Asbestos related training and information.
- Manage the School Dude operation including training other employees on the system, troubleshooting, issuing work orders, tracking utility usage and costs and running monthly reports on information in the system.
- Responsible for oversight of Waste Management issues including the handling of complaints, the ordering, pick-up and dumping of portable toilets throughout the district.
- Responsible for all aspects of travel requests and related paperwork for department.

- Assist in the coordination of annual KCDA order for Maintenance and Operations Department.
- Maintain vendor library and operation manuals, associated videos, handbooks and required forms.
- Dispatch maintenance personnel, as directed.
- Act as receptionist for the building; answer telephone and route calls, greet the public
- Prepare correspondence for M&O Director.
- Coordinate and schedule pest inspections and emergency treatments, fire extinguisher inspections, fire sprinkler inspections, sweeping of district parking lots, and window cleaning for M&O and district office.
- Sort and distribute incoming mail for the department.
- Monitor substitute custodial call-ins.
- Update information on the M&O website.
- Responsible for M&O Labor and Industries paperwork and accident reports and requires knowledge of the L&I industrial insurance procedures and processes.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

EDUCATION AND EXPERIENCE:

- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.
- High school graduate or equivalent required.
- College experience with course work in computer application and experience in office/business environment preferred.

- Data processing, proofreading, bookkeeping (spread sheet), text and editing/word processing, preferred.
- Experience with multiple computer operating systems, ie. Mac O/S, windows 95 and associated software applications, preferred.
- Ability to use office equipment including typewriter, fax, 10 key, copy machine, answering machine, switchboard, etc.
- Demonstrated exceptional organizational and telephone skills, with ability to work with frequent interruptions.
- Proven ability to work in a fast-paced environment.
- Ability to relate well to students, staff and the public.
- Ability to relate to a wide range of people, at times under stressful situations.
- Valid Washington State Driver License, or ability to obtain.
- Attendance and punctuality are important functions of this position.