



**Job Title:** Maintenance Administrative Assistant  
**Department:** Maintenance  
**Reports To:** Maintenance Supervisor  
**Position Classification:** N02 Non Exempt  
**Approved Date:** 07/28/2021

### **Summary**

The Maintenance Administrative Assistant assists in managing the administrative functions of the Maintenance Department by providing technical and clerical support to Maintenance Department staff.

### **Essential Duties and Responsibilities**

- Assist the Maintenance Supervisor in ensuring all LHA properties meet or exceed the quality standards for occupancy established by the LHA Board of Commissioners.
- Coordinate and maintain a current database of LHA subcontractor insurance documentation, ensuring that subcontractors provide the appropriate documentation. (general liability insurance, workers' compensation certificates of insurance or completion of Pinnacle Independent Contractor Determination forms)
- Receive maintenance work order requests and input into property management software.
- Create and send purchase orders, match invoices with purchase orders prior to sending to Accounts Payable.
- Receive and enter time from maintenance technicians to send to payroll.
- Process all requested vendor material ordering, verify billing to inventory and make necessary corrections.
- Train maintenance technicians on administrative tasks pertinent to their daily tasks.
- Create various reports and spreadsheets
- Create and distribute Phonevites or other necessary notifications to residents
- Enter and manage fixed assets into property management software as needed
- Filing and organizing of all Maintenance Department documents.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Job Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Knowledge, Skills, and Abilities:**

- Employee must be proficient with technology, as operating LHA computer systems and software, including Microsoft Office Suite (Outlook, Word, Excel, etc.), is required.
- Must have knowledge of basic office practices, procedures, and equipment.
- Must be receptive to new ideas and show an eagerness and capacity to learn new technology-based systems.
- Must have the ability to read and interpret documents such as safety regulations, operating and maintenance instructions, and procedure manuals and write routine reports and correspondence.
- Must have the ability to speak effectively before groups of customers and employees of organization.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Education and Experience:**

- Employee must have the equivalent of a high school diploma and some office related experience.

**Driver's License, Background Check**

- Must possess and maintain a valid Colorado driver's license with an acceptable driving record (no major violations within the last 3 years) and be insurable through our insurance carriers.
- A criminal history and motor vehicle background check is required.

**Working conditions and physical requirements:**

Work is performed in an office environment and may require reaching, bending, kneeling, sitting for extended periods of time, and repetitive keyboard motion. Light physical effort required by moving and positioning objects up to twenty (20) pounds occasionally and/or up to ten (10) pounds frequently.

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*