Position Description

**Classification Title:** Administrative Assistant III

**Working Title:** Facility Services Work Control Center & Stores Coordinator

**Supervisor’s Working Title:** Deputy Chief Facilities Officer

**Reports to:** Tina Kramer

**Hours/Shift:** Typically, 9 am to 5:45 pm, Monday – Friday
On call and varied hours required

**Department:** Facility Services

**Supervisory Position:** Yes No

**Employee Category:**
- University Staff
- Academic Staff
- Faculty
- Limited
- University Staff Temporary Employee
- Graduate Assistant
- Project

**FLSA Status:** Exempt Non-exempt

**Appointment %:** 100% 87.5% 75% 50% 25%

**Position of Trust:** Yes No
(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)

**Position of Trust with Access to Vulnerable Populations:**
- Yes No
(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients)

**Date Created/Updated:** 02/21/2022

**Position Summary**

Facilities Services – supports the academic mission of the university. The integral core values of the department are Safety, Customer Service, Cooperation, Integrity and Innovation. A team approach is utilized throughout the department to provide a safe environment, excellence in service through high standards with positive and collaborative relationships across the UWSP community.

Under general supervision of the Deputy Chief Facilities Officer, this position is responsible for the work order and inventory program which directly impacts campus financial expenditures. This position will perform work independently, only referring matters to the supervisor for clarification.

This position will serve the University of Wisconsin-Stevens Point. This position interacts extensively with customers, campus community, service providers, and outside contractors. The skill, ability and knowledge of the incumbent will have direct and profound impact on the success and satisfaction level in the delivery of services to customers within the area of responsibility. In addition, the position regularly interacts with other university and system-wide contacts to solve problems. Given the pace of emerging technology, the incumbent must stay in touch with industry/system-wide trends and best practices.

This position is responsible for the day-to-day administration of the Facility Services Work Control Center and Stores, which includes processing work requests, reviewing work orders, data entry to work orders; along with the maintenance of the warehouses, involving the storage and distribution of goods/packages/mail and the delivery of such goods/packages/mail.
Facility Services is committed to the highest standard of customer relations principles for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behaviors when working with customers, fellow staff members and campus leadership.

Primary Responsibilities:

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<tr>
<th>% of Time Spent</th>
<th>Primary Responsibilities</th>
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<tbody>
<tr>
<td>50%</td>
<td>A. Work Control Center Responsibilities</td>
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<td></td>
<td>• Review work requests, work orders and preventive maintenance programs for correct application of Financial Policy Papers, Department of Commerce policies, UW System policies, and UW Stevens Point policies and procedures.</td>
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<td>• Analyze work requests, work orders and preventive maintenance programs for proper accounting information based on UW System policy.</td>
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<td>• Analyze work requests, work orders and preventive maintenance programs for correct splitting of the billable portion of the costs. This requires continuous analysis of gross square footage, usable square footage, GPR funded space versus PR funded space, and UW System policy.</td>
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<td>• Maintain expert knowledge about requirements for work requests, work orders, preventive maintenance, and appropriate billing.</td>
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<td>• Conduct final review of workflow and approvals, ensuring appropriate splitting of costs are reflected on all work orders.</td>
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<td>• Submission of daily journal charges for Facility Services Purchasing Sales Orders, Transportation Rentals, Fuel &amp; Oil and Facility Services Work Orders.</td>
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<td>• Daily data entry for work orders associated with grounds and autoshop.</td>
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<td>• Assist with Internal Project work orders, management, and billing as needed.</td>
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<td>• Respond to questions and requests for queries regarding work orders, policies and procedures, and other communication need by the department.</td>
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<td>B. Serve as resource for the Facility Services Central Stores, Mail Services and FS Purchasing</td>
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<td>• Perform periodic/spot checks to keep physical inventory in sync with computer totals.</td>
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<td>• Manage receiving and shipping center, including deliveries to Campus departments.</td>
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<td>• Assist in space allocations, stock rotation, locating systems, and shelf-life factors.</td>
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<td>• Coordinate and assist in warehouse sales and delivery schedules.</td>
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<td>• Coordinate and assist in the warehouse receiving delivery schedules on campus.</td>
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<td></td>
<td>• Coordinate and assist in Campus mail delivery schedules.</td>
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<td>• Maintain all Central Stores/Warehouse/Receiving records.</td>
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<td>10%</td>
<td>C. Perform a variety of specialized and technical duties involved invoice and purchasing for the Computerized Maintenance Management System (CMMS) for the campus.</td>
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<td>• Serve as backup to all administrative roles within Facility Services to ensure that campus receives a high level of customer service.</td>
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<td>• Review and distribute incoming invoice/PCard purchase as they relate to work orders, including obtaining approval by Project Managers and Supervisors and communication with UW-Stevens Point Purchasing/Payment Services.</td>
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<td>• Complete data entry for all materials and inventory received in Central Stores related.</td>
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<td>• Maintain records for all inventory related costs and record in CMMS accordingly.</td>
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<td>• Develop queries and generate computerized reports. Run batch audits as needed.</td>
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<td>D. Additional Duties</td>
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<td>• Develop feasibility studies, improvement process documentation, program assessments etc.</td>
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<td>• Serve on standing committees and ad hoc task groups to represent the needs of Facility Services.</td>
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<td>• Other Relevant duties as assigned or directed.</td>
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Qualifications – Knowledge, Skills, and Abilities:

Required:
• 5+ years of experience directly related to responsibilities listed in the position description.
• Advanced computer skills, including Microsoft Office and computerized maintenance management systems (CMMS)
• Reliable
• Customer service focused
• Demonstrated cultural competencies and ability to work within an inclusive environment
• Effective oral and written communication and techniques to maintain effective working relationships
• Detail-orientated
• Proven analytical, problem solving, and decision-making skills
• Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and efficiency
• Meet the minimum requirements to drive on state/university business.

Preferred:
• Associates Degree or 3+ years of experience directly related to responsibilities listed in the position description
• Experience in facility management operations
• Knowledge of UW System Financials and System Policies

Physical Effort/Demands:
• Sitting
• Standing
• Walking
• Lifting your arms above your head to reach high, possibly difficult, areas
• Kneeling
• Squatting
• Stooping
• Crawling
• Frequently lift 1 – 20 pounds
• Occasionally lift 50 pounds

Equipment Operated:
• Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices
• Forklift
• Pallet jack
• University vehicle

Working Environment:
The noise level in the work environment is usually moderately quiet. Hours of work will generally be during regular business hours and average at least 40 hours a week. There will be some variation in work hours due to special projects, deadlines, and other concerns.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

________________________________________ ____________________
Employee Name       Date

________________________________________ ____________________
Employee Signature       Date

________________________________________ ____________________
Supervisor Name     Date