**Position Description**

<table>
<thead>
<tr>
<th><strong>Classification Title:</strong></th>
<th>Administrative Assistant III</th>
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<tbody>
<tr>
<td><strong>Working Title:</strong></td>
<td>Facility Services Work Control Center &amp; Fleet Coordinator</td>
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<tr>
<td><strong>Supervisor's Working Title:</strong></td>
<td>Deputy Chief Facilities Officer</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Tina Kramer</td>
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<tr>
<td><strong>Hours/Shift:</strong></td>
<td>Typically, 7 am to 3:30 pm, Monday – Friday On call and varied hours required</td>
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<tr>
<td><strong>Department:</strong></td>
<td>Facility Services</td>
</tr>
<tr>
<td><strong>Supervisory Position:</strong></td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td><strong>Employee Category:</strong></td>
<td>☑ University Staff ☐ Academic Staff ☐ Faculty ☐ Limited ☐ University Staff Temporary Employee ☐ Graduate Assistant ☐ Project</td>
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<tr>
<td><strong>FLSA Status:</strong></td>
<td>☑ Exempt ☐ Non-exempt</td>
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<tr>
<td><strong>Appointment %:</strong></td>
<td>☑ 100% ☑ 87.5% ☐ 75% ☐ 50% ☐ 25%</td>
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<tr>
<td><strong>Position of Trust:</strong></td>
<td>☑ Yes ☐ No</td>
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<tr>
<td><strong>Position of Trust with Access to Vulnerable Populations:</strong></td>
<td>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)</td>
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<tr>
<td></td>
<td>☑ Yes ☐ No</td>
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<tr>
<td><strong>Date Created/Updated:</strong></td>
<td>02/21/2022</td>
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**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 coordination and responsibility of the campus fleet, fuel system, and vehicle procurement.
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:

<table>
<thead>
<tr>
<th>% of Time Spent</th>
<th>A. Work Control Center Responsibilities</th>
<th>B. University Fleet and Fuel Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</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>
<td>Manage and operate computerized fleet reservation system.</td>
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<tr>
<td></td>
<td>Analyze work requests, work orders and preventive maintenance programs for proper accounting information based on UW System policy</td>
<td>Maintain records for all fleet vehicles and ensure that data regarding use of vehicles is accurate. Collect data to be used to generate individual trip charges, vehicle use reports, verify DOA charges, etc. Prepare and analyze various management reports. Use data and available technology to accomplish research determined to be necessary or as requested.</td>
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<td></td>
<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>
<td>Identify need for replacement vehicles with University departments and Surplus vehicle based on Department of Administration policy and UWSP policy.</td>
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<td></td>
<td>Maintain expert knowledge about requirements for work requests, work orders, preventive maintenance, and appropriate billing.</td>
<td>Report and complete all documentation for vehicles being purchased to Dept. of Administration (DOA), declare vehicle being auctioned, disposed of or traded, and assign fleet numbers.</td>
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<td></td>
<td>Conduct final review of workflow and approvals, ensuring appropriate splitting of costs are reflected on all work orders</td>
<td>Title new and inter-agency purchased vehicles, complete title and registration forms, secure payment for titles and registrations.</td>
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<td></td>
<td>Submission of daily journal charges for Facility Services Purchasing Sales Orders, Fleet Rentals, Fuel &amp; Oil and Facility Services Work Orders</td>
<td>Complete responsibility for maintaining system, making minor program changes, and assisting in development of program evolution, (i.e., research, report, development etc.).</td>
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<td></td>
<td>Daily data entry for work orders associated with grounds and autoshop</td>
<td>Secure Accident Reports, Damage Estimates, Police Reports and Security Reports and forward these reports to DOA when a DOA vehicle is involved in an accident. Inform the mechanic which repair center DOA has approved and schedule alternate transportation for the vehicle being repaired.</td>
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<td></td>
<td>Assist with Internal Project work orders, management, and billing as needed.</td>
<td>Responsible for maintaining inventory of all fuel credit cards and campus fuel inventory &amp; usage.</td>
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<td></td>
<td>Respond to questions and requests for queries regarding work orders, policies and procedures, and other communication need by the department</td>
<td>Position is responsible for maintaining records associated with Federal and State fuel pumps and tank regulations and policies.</td>
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</tbody>
</table>
### C. Perform a variety of specialized, technical & administrative duties and responsibilities

- Serve as backup to all administrative roles within Facility Services to ensure that campus receives a high level of customer service
- Perform all data entry and consumption tracking of the campus utilities.
- Sort and distribute incoming and outgoing building mail.
- Performs basic clerical tasks. Operates standard office equipment.
- Sorts and prepares documents for imaging, scans and verifies documents for electronic files.
- Develop and maintain online/electronic forms.
- Greets and directs all visitors to the building. Ensures completion of paperwork, sign-in, and security procedures are adhered to.
- Maintains solid customer relationship by handling questions and concerns regarding Facility Services.

| 10% |

### D. Additional Duties

- Develop feasibility studies, improvement process documentation, program assessments etc.
- Serve on standing committees and ad hoc task groups to represent the needs of Facility Services
- Other Relevant duties as assigned or directed.

| 5% |

### 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

___________________________  __________________________
Supervisor Signature  Date