NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Secretary Plant Services

**Department:** Plant Services  
**FLSA Status:** Non-Exempt  
**Grade/Level:** Classified IV  
**Job Status:** Full Time  
**Reports To:** Director Of Plant Services  
**Amount of Travel Required:** As needed  
**Positions Supervised:** None

**Work Schedule:**  
Monday - Thursday 7:30 AM – 4:30PM  
Friday 7:30AM – 1:30PM  
Or as assigned by the Director

**PURPOSE:** Secretary for Plant Services is responsible for the overall coordination of the plant services department activities including ordering, purchasing, receiving, inventory processes for all departments, maintenance, custodial, security, HVAC, grounds, which will include satellite facilities, Naples Omaha Center, Hanson Sewell Center, Agriculture Center and Our Place Restaurant. Must be familiar with all types of tools and equipment or be willing to learn methodology that is used and needed by all departments; work closely with the Director of Plant Services, assisting in organizing and implementing maintenance programs, renovations, and new construction projects. In the absence of the Director of Plant Services, must be able to handle and make decisions if any emergency or problem arises. Dispatch the overall maintenance of buildings and maintenance department as directed. Position also includes performing clerical/secretarial functions for the Plant Services Department.

**MAJOR RESPONSIBILITIES:**
- Answer all campus calls of complaints, repairs, security, student assistance, HVAC, etc and input into work order system.
- Dispatch Plant employees to complete submitted work orders, contact submitter when work is complete, document completion and close work orders using electronic work order system.
- Inventory of stock and supplies for all plant services departments
- Order all supplies for plant services (maintenance, custodial, security, HVAC and grounds)
- Maintains records for items in storage buildings utilized by college, departments, and other non maintenance items in plant services shop.
- Check in all deliveries that come to plant services and have them delivered to appropriate college department.
- Process packages for shipping or mailing; make arrangements with freight companies for packages to be shipped from plant services.
- Fill out warranty papers, credits, shipping information.
- Keep daily record of fuel usage on all college vehicles and order fuel as needed.
- Keep records of all college vehicles and schedule preventive maintenance, inspections, repairs.
- Maintain all records and master keys for campus key system. Maintain electronic door system operation and programming.
- Keep records for all college employees who have possession of a building and/or master key Cut keys as approved.
- Maintain appropriate supply of replacement lock cores and door hardware.
- Maintain status on the preventive maintenance program by reviewing and updating information on work completed.
Monitor printout for environmental system.

Submit mandatory correspondence to Texas Commission of Environmental Quality, Texas Tier II hazardous materials, and various state agencies to update and/or renew licenses and permits: wastewater, freshwater licenses and permits, elevator license permit and inspections, boiler license and inspections, fire extinguishers inspection, sub vent a hood inspections. Fresh water monitoring, security statistics, radio licenses.

Maintain Material Safety Data Sheets (MSDS) for all chemicals used by the plant services departments.

Maintain service records on fleet vehicles, tractors and motorized equipment.

Maintain and schedule records for special events on campus requiring plant services assistance in set up.

Compute, record, and maintain expenditures and income budget accounts.

Maintain daily, weekly, monthly records regarding sick leave, vacation and regular attendance for plant service employees.

Prepare all monthly time sheets for employee payroll.

Prepare and process all purchase orders for plant services department, student housing, Naples Omaha Center, Hanson Sewell, college campus utilities.

Prepare request for quotations and distributes various purchasing document to the appropriate departments, vendors and state agencies.

Acts as receptionist controlling appointments and admission of visitors for Director of Plant Services.

Research and compile price information from various price list and catalogs and make recommendations to the Director for purchases concerning college physical plant.

Be in constant contact with security through 2-way radio and phones to address emergencies, student assist, building unlocks, vehicle assist, etc.

File and maintain all security incident offense reports, accident reports, and letters of misconduct of students and parking permits.

Maintain mandatory by law daily log book for campus and student housing, monthly and yearly security statistics, mandatory state statistics for the Clarey act.

Keep index cards with student information if violation or incident report has been filed on them. Check index cards for federal agencies investigating person(s) for federal, government, or public servant employment.

Maintain and schedule yearly pest control of campus buildings.

Performs other tasks as required by Director of Plant Services.

Competency Statement(s)

- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Oriented - Ability to take care of customers’ needs while following company policy.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Friendly - Ability to exhibit a cheerful demeanor toward others at all times.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
QUALIFICATIONS:

Education: High school diploma/GED required; Associates Degree preferred.

Experience: Minimum of two (2) years in a secretarial or clerical position.

Skills and Abilities:

Knowledge Required:
Office management methods, and procedures, good interpersonal skills for dealing effectively and cooperatively with staff and public as well as basic math and budget procedures; understanding of English grammar and usage, business letter writing, spelling, punctuation, vocabulary and telephone etiquette.

Skills Required:
Office skills, Work independently; organize work load; type 50 words per minute accurately; follow oral and written directions; exercise sound judgment; maintain office records; compose letters; learn college policies and procedures; work well under stress; operate basic office machines (copier, fax); comfortable with technology; adaptable to change; working knowledge of at least one major word processing, spreadsheet, and database program (Microsoft Office applications strongly preferred); experience using Internet.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

Physical and Mental Requirements

Ability to maintain concentration level while dealing with interruptions. Attention to details, with emphasis on accuracy in data entry. Capable of giving, receiving, analyzing information, formulating work plans, and articulating goals and action plans. Walking; standing, good listening skills, frequent stressful conditions, sitting for long periods, lack of mental impairment, frequent decision making ability.

Overall attitude is paramount for this position.

This is an inside office position with minimal safety/health hazard potential.

SIGNATURES:

____________________________________________________  _____________________
Plant Services Secretary                            Date

____________________________________________________  _____________________
Director of Plant Services                             Date

____________________________________________________  _____________________
Vice President for Administrative Services            Date