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# Example of Maintenance Clerk Job Description

Our company is growing rapidly and is looking for a maintenance clerk. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for maintenance clerk

* Review PM data for accuracy, required materials and PPE required and routine project work
* Meet with vendors as required for quotes/site walk project parameters
* May be required to perform the duties of a Corrections Officer by overseeing and maintaining the custody, care, and control of inmates or detainees
* Generates backlog reports
* Assists with Hierarchy development and management
* Assists with parts requisitions for job plans
* Publishes weekly schedules
* Assists with BOM management
* Creates requisitions as required in SAP and EAM
* Back-fills the Store room clerk for vacation coverage as required

## Qualifications for maintenance clerk

* Must be able and willing to undergo moderate physical activity which requires handling of objects up to 50 pounds with long periods of standing and walking
* Must be able and willing to undergo moderate exposure to unusual elements such as dirt, dust, fumes, smoke, unpleasant odors and loud noises
* Post Secondary Education (Diploma or Degree) in Office Administration or related field or equivalent experience
* Possess organizational skills in tasks to deal with the day's priorities and respond to urgently required special requests, while keeping in mind the need to complete routine tasks on schedule
* Assist others to complete routine tasks and work with others to ensure services are provided efficiently
* Ability to learn new software and work procedures