



**Job Title:** Maintenance Payroll Specialist

**Exemption Status/Test:** Non-Exempt

**Reports to:** Assistant Director, Maintenance Operations

**Date Revised:** 2016

**Dept. /School:** Maintenance

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**Primary Purpose:**

This position is responsible for managing employee time and payroll for Maintenance and Building staff. This position acts as liaison between the Maintenance Department staff and the Human Resources or Benefits departments.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED  
TEA Paraprofessional Certification or eligible

**Experience:**

Three (3) years of experience in the following:  
Large volume payroll  
Human Resources  
MSOffice, Excel and Word

**Special Knowledge/Skills:**

Strong math aptitude  
10-key by touch  
Kronos experience preferred  
Oracle software experience preferred  
Bilingual preferred

**Major Responsibilities and Duties:**

1. Ability to maintain accurate records.
2. Ability to handle high-volume, fast-paced work load.
3. Detail oriented and flexibility under pressure a must.
4. Strong interpersonal skills required.
5. Effective and pleasant telephone/communication skills.
6. Strong organizational and general clerical skills.
7. Initiative in performing routine office functions.
8. Good judgment in handing confidential information.
9. Willing to perform other duties as assigned.

**Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; regular grasping/squeezing, wrist flexion/extension, and overhead reaching

**Lifting:** Regular moderate lifting and carrying (15-44 pounds)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.