

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- MAINTENANCE PARTS

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	Yes
PAY GRADE:	25	SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of five (5) years successful experience in ordering, receiving, storing and issuing facilities/maintenance parts supplies, materials or equipment used in the maintenance facilities.
- (3) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of storeroom and warehouse methods and procedures including physical inventory and record keeping procedures. Knowledge of material and supplies. Ability to make routine arithmetic calculations. Ability to receive and carry out oral and/or written instructions. Ability to keep stock records and make reports. Ability to establish and maintain an effective working relationship with District/school staff, administrators, and outside agencies. Ability to communicate effectively both orally and in writing. Ability to lift and move heavy objects. Skill in the use of computer applications. Ability to operate a motor vehicle.

REPORTS TO

Coordinator – Maintenance Parts

JOB GOAL

To maintain and operate an efficient parts store in support of the District's Maintenance Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Maintain the on-line computer system of inventory control (receives, issues, requisitions and purchase orders).
- *(2) Manage blanket purchase orders to outside vendors for over the counter purchases (monthly and yearly).
- *(3) Order, receive and issue materials.
- *(4) Receive and check incoming materials against purchase orders and invoices.
- *(5) Issue supplies or equipment on approved requisitions.
- *(6) Maintain records indicating the receipt and disposition of materials, supplies, tools and equipment.
- *(7) Maintain an in-stock inventory of high consumption items.

SPECIALIST -- MAINTENANCE PARTS (Continued)

- * (8) Maintain an accurate and up-to-date fixed asset inventory through annual physical inventories and quarterly spot inventories.
- * (9) Serve on school/district committees as required or appropriate.
- * (10) Maintain daily vehicle logs.
- * (11) Adhere to applicable safety standards.
- * (12) Attend all staff meetings and workshops.
- * (13) Assist with maintaining a clean and orderly environment.
- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Maintain expertise in assigned area.
- * (23) Manage time efficiently.
- * (24) Model and maintain high ethical standards.
- * (25) Participate in cross-training activities as required.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (27) Prepare all required reports and maintain updated and accurate records.
- * (28) Represent the District in a positive and professional manner.
- * (29) Respond to inquiries and concerns in a timely manner.
- (30) Perform other duties as assigned.
- * (31) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 01

Adopted 8/2/11