



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 moderate.

REPORTS TO              Supervisor of Central Services

#### GENERAL RESPONSIBILITIES

1. Contributes to the efficient operation of the Maintenance Department by assisting with the daily operation of the warehouse stockroom and properly accounting for all materials, supplies, parts, tools and property of the School Board.
2. Performs activities required to assist with ordering and receiving materials, supplies, parts and services for the Maintenance Department.

#### SPECIFIC RESPONSIBILITIES

1. Enters information into the Atlas computerized Maintenance management system.
2. Accepts deliveries from vendors and assists with processing receipt of repair parts.
3. Processes return of some parts to vendors for repair, replacement or credit.
4. Assists with reordering and maintaining an inventory of stock of repair parts used regularly.
5. Assists with coordination regarding rental of equipment and services performed by outside contractors as required which includes scheduling pick-ups, deliveries, and confirmations
6. Assists with coordinating repair of warranty equipment with factory authorized representative.
7. Assists with ordering, receiving, invoicing and issuing parts delivered to the warehouse and drives truck when required to pick up parts from vendors.
8. Provides back-up for Parts and Tool Specialist.
9. Ensures that no part leaves the stockroom until it has been properly charged out on a work order or otherwise accounted for.
10. Assumes responsibility for keeping stockroom clean and orderly at all times and sees that the stock room is locked when left unattended.
11. Keeps all unauthorized persons out of the stockroom.
12. Lifts heavy objects as required, including up to 100 pounds. Uses hand cart or forklift, using own judgment as to size of load and physical and safety limitations.

13. Makes periodic check of parts in various locations to confirm inventory cycle counts.
14. Prints computerized reports and documents as requested.
15. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
16. Performs other duties as assigned.