



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              Appropriate Supervisor

#### GENERAL RESPONSIBILITIES

1. Contributes to the efficient operation of the Maintenance Department by operating the warehouse stockroom and properly accounting for all materials, supplies, parts, tools and property of the School Board.
2. Performs activities required to order materials, supplies, parts and services for the Maintenance Department.

#### SPECIFIC RESPONSIBILITIES

1. Maintains working knowledge of computerized systems and other office equipment. Enters information into the Elation computerized Maintenance Management System.
2. Assists in ordering and maintaining truck and stockroom inventory of equipment, repair parts, materials, and supplies. Also orders literature, repair manuals or manufacturer instructions for technicians.
3. Establishes and maintains maintenance warranty tracking modules. Coordinates warranty repair of parts and equipment purchased by Maintenance, with factory authorized representative.
4. Maintains files and records of current and potential suppliers, materials, prices, delivery dates, inventories and vendors.
5. Assumes responsibility for the receipt and issuance of all parts and supplies, assuring that all orders are complete and correct. Keeps records and inventory. Gives invoices and/or packing slips to Accounting Clerk.
6. Ensures that no part leaves the stockroom until it has been properly charged out on a work order or otherwise accounted for.
7. Properly stores, maintains and accounts for all special tools and equipment in the stockroom. Ensures tools are in good, orderly, clean and safe condition.
8. Notifies Supervisor of any work order being assigned a duplicate replacement part or parts within a short period of time, and notifies of any overages or shortages in inventory.

9. Assumes responsibility for keeping stockroom clean and orderly at all times and sees that the stockroom is locked when left unattended. Keeps all unauthorized persons out of stockroom.
10. Makes periodic check of parts in various locations to confirm inventory cycle counts.
11. Performs heavy lifting as required to include up to 50 pounds. Then uses hand cart or forklift using own judgment as to size of load and physical and safety limitations.
12. Coordinates deliveries with vendors and processes receipt of repair parts. Drives service truck to pick up parts/supplies from local vendors and delivers to job site as required.
13. Authorizes purchases by technicians within an assigned scope of authority. Assists technicians with computer software in obtaining repair parts and information.
14. Processes return of parts to vendors for repair, replacement, or credit. Maintains part record of repairs to District-wide equipment.
15. Coordinates rental of equipment which includes scheduling pick-ups, deliveries and confirmations.
16. Prints computerized reports and documents as requested.
17. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
18. Performs all other duties as assigned.