

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: COMPUTER DELIVERY/SURPLUS PROPERTY WORKER TECHNOLOGY SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs computer delivery, assembly, and salvage work for the Technology Services Department. Work involves stocking, loading, delivering, moving and removing computer-related equipment within the Guilford County Schools. Employee will operate a truck in the delivery and transfer of goods and materials between warehouse and school locations. Employee will disassemble surplus equipment removing usable parts and may perform simple modifications to units such as installing additional memory. Employee will also organize, palletize and complete appropriate paperwork for discarded machines. Work requires lifting and moving computer hardware. Employee may perform work in designated computer repair area under supervision or independently at school sites. Employee reports to the appropriate supervisor.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

Locates and retrieves goods and materials from warehouse storage, loads truck accordingly and delivers to appropriate sites.

Moves, removes, picks-up and stocks computer-related equipment in warehouse and at various sites in the district using forklifts, pallet jacks, and delivery trucks.

Receives and stocks vendor-shipped equipment orders.

Evaluates surplus computer equipment and determines by make/model/speed/age if salvageable or if it should be disposed of by auction.

Tags computer units with bar codes for inventory tracking and control purposes.

Prepares inventory control sheets for surplus items.

Notifies appropriate school officials when items have been delivered or removed from school locations.

Lifts, carries and moves computer equipment as required.

Maintains accurate records as required, including the use of an inventory tracking system.

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### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and 1 to 2 years of experience working in a related field; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Employee must have a minimum of 5 years of driving experience and a clean driving record due to GCS insurance coverage requirements on drivers operating trucks in use at the Warehouse. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including commercial washers and dryers, hand trucks, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 80 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical requirements are consistent with those for Medium to Heavy Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, technical manuals, trade journals, etc. Requires the ability to prepare reports, forms, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

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Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of assembly and operation of personal computers and other computer devices.

General knowledge of makes, models, speeds of computer-related equipment used in the district.

General knowledge of fixed assets and inventory control procedures.

Ability to read and interpret schematic diagrams and maintenance documentation.

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Ability to perform initial installations or simple upgrades of computer hardware.

Ability to interpret delivery tickets.

Ability to organize goods and to maintain a pickup and delivery schedule.

Ability to perform manual labor for extended periods of time as required by work assignments.

Ability to understand and follow oral and written instructions.

Ability to maintain complete and accurate records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.