

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SURPLUS PROPERTY SPECIALIST I

GENERAL STATEMENT OF JOB

Under general supervision, performs property delivery and salvage work for the Auxiliary Services Division. Work involves collecting, delivering, moving, removing, setting-up, and maintaining surplus property within the Guilford County Schools. Responsibilities in the surplus property area include evaluating surplus property to determine if salvageable or if it should be auctioned, making minor repairs to salvageable property, and delivering property to appropriate sites. Work also involves either operating a truck or participating in the delivery and transfer of fixed assets, goods and materials between the warehouse and various school sites. Reports to the Warehouse Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

Evaluates surplus property and determines if salvageable or if it should be disposed of by auction.

Delivers property/equipment and equipment to appropriate site. Moves, removes, picks-up, delivers and sets- up furniture and equipment at various sites in the District.

Makes minor repairs to property/equipment that is salvageable.

Maintains appropriate mileage and maintenance logs on vehicle utilized for deliveries.

Delivers supplies to schools based on delivery ticket information.

Loads and unloads trucks at warehouse and at school facilities.

Determines receiving reports requirements and loads trucks accordingly.

Ensures all receiving reports are signed, dated, and authorized by appropriate school official.

Performs duties associated with maintaining warehouse areas clean and free of safety hazards.

ADDITIONAL JOB FUNCTIONS

Schedules and dispatches Surplus Property staff in absence of Surplus Property Specialist II.

Assists and advises copier users in the absence of Surplus Property Manager/Copier Coordinator.

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Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

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

SPECIAL REQUIREMENTS

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. Employees must have the required license in effect at all time.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including tow motor, pallet jack, hand trucks, various hand tools, 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 to 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 and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, reports, etc. Requires the ability to prepare correspondence, reports, logs, etc., using prescribed format.

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

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follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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

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 hand tools.

Manual Dexterity: Requires the ability to handle a variety of hand tools, control knobs, switches, etc. 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

Working knowledge of general property and equipment repair.

Working knowledge of the standard methods, materials and equipment employed in furniture and equipment repair work.

Some knowledge of paperwork associated with warehouse deliveries.

Some knowledge of the occupational hazards of warehouse and deliver work and the associated safety precautions.

Skill in the use and care of a variety of hand and power tools necessary to perform furniture and equipment repair work.

Ability to interpret delivery tickets.

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

Ability to evaluate the status of surplus property.

Ability to maintain logs and records.

Ability to understand and follow oral and written instructions.

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.