

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SURPLUS PROPERTY SPECIALIST II INTERNAL SERVICES DIVISION AUXILIARY SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs surplus property salvage and repair work for the Internal Services Division. Work involves evaluating the status of surplus property to determine if it is cost effective to salvage or if it should be auctioned; repairing equipment such as classroom desks, chairs, classroom furniture, and office furniture; devising and creating suitable equipment for special needs children; and requisitioning supplies for repairs. Work also involves maintaining inventory documentation of surplus property and site, and maintaining inventory of new property (chairs, desks, bookcases, etc.) for distribution on an as needed bases. Employee must exercise considerable tact and courtesy in frequent contact with subordinate employees, supervisors, school officials, and supply vendors. Reports to the Surplus Manager/Copier Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

Supervises and coordinates the receipt, stocking and distribution of items at the central warehouse.

Supervises warehouse personnel and drivers in the absence of the Warehouse Manager to ensure all warehouse orders are pulled and delivered in a timely manner on assigned routes, and in compliance with all organizational rules and regulations.

Evaluates equipment/property to determine if it is cost effective to repair and makes recommendation to salvage or dispose by auction.

Determines type of repairs to be made to equipment such as classroom desks, chairs, classroom furniture, and office furniture and makes repairs requiring carpentry and welding skills.

Devises and creates suitable equipment for special needs children.

Requisitions supplies for repairs.

Assists in locating used furniture and equipment for principals, teachers, and administrators.

Assists custodial staff with on-site repairs as necessary.

Maintains appropriate inventory of equipment/property for classroom use.

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Delivers property/equipment to appropriate site.

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

Maintains inventory of new property (chairs, desks, bookcases, etc.) for distribution on an as needed basis.

ADDITIONAL JOB FUNCTIONS

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

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, with technical level course work in furniture and/or equipment repair/maintenance, and 3 years of experience in equipment salvage and maintenance; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical requirements are consistent with those for Medium 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

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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 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

Considerable knowledge of general property and equipment repair.

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

Working knowledge of the occupational hazards of building trades 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.

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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 and equipment.

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.