

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: WAREHOUSE SPECIALIST MAINTENANCE DEPARTMENT**

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

Under general supervision, coordinates, oversees, and participates in clerical and administrative tasks relating to the procurement and accountability records for material purchased to support the maintenance's effort. Work involves coordinating and supervising a small staff to ensure parts inventory operations are carried out in an accurate and timely fashion, ensuring compliance with all local and state laws, regulations, and policies. Employee assists in unloading incoming shipments; receives and inspects incoming items to ensure correct quality and quantity levels are met according to the purchase order specifications; and stores items in an orderly fashion. Employee is also responsible for maintaining various financial and inventory records and producing appropriate monthly reports regarding operational activities. Employee must exercise tact and courtesy in frequent contact with subordinate employees, supervisor, and supply vendors. Employee reports to Supervisor - Administrative Support.

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

Supervises and coordinates in the receipt, stocking, and distribution of parts inventory for the Maintenance Department to ensure accurate inventory accountability.

Supervises parts inventory personnel to ensure that assigned operations are performed in compliance with all organizational rules and regulations.

Ensures parts storage area is organized and maintained in a safe and clean fashion.

Works closely with subordinate employees to ensure work is being completed and that work assignments are fully explained when necessary.

Ensures parts records are maintained and produces monthly reports identifying inventory shortages, parts to be requisitioned, and parts received, issued, and maintained and other management and financial reports for review by the supervisor of Administrative Support.

Ensures an accurate current parts catalog is published monthly.

Ensures purchase requisitions, purchase orders, and other routine documents are processed and maintained in accordance with established operating procedures.

Ensures administrative tasks relating to maintaining computerized requisitions and inventory records of supplies and material for the department is performed accurately and timely.

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Ensures received items are labeled with the appropriate stock numbers for inventory control purposes.

Conducts inventory reviews as required.

Ensure shelves are stocked in accordance with current procedures.

Reviews work of subordinate workers to ensure work is performed in accordance with standard procedures.

Maintain and provide when requested computerized record of tools and equipment issued to all department personnel.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring all supply personnel are trained in the proper use of all materiel handling equipment assigned to the supply section.

Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent, and 3 to 5 years' experience in inventory management or warehouse operations, preferably with some supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. 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.

## WAREHOUSE SPECIALIST - MAINTENANCE

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

**Physical Requirements:** Must be physically able to operate a variety of equipment including forklifts, pallet jacks, flatboards, dollies, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. 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 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 giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, logs, lists, etc. Requires the ability to prepare correspondence, reports, forms, lists, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. 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 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; utilize decimals and percentages.

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

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

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

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**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 emergency situations.

**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 efficient warehousing practices.

Considerable knowledge of the warehousing organization, policies, and operating procedures to include functions relating to inventory and stock control procedures, record keeping and reporting of assets and inventory.

Considerable knowledge of paperwork associated with warehouse deliveries.

Considerable knowledge of local and state laws, regulations and policies regarding purchasing and warehouse maintenance.

Considerable knowledge of warehouse fire and safety codes.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of maintenance required for warehouse equipment and vehicles.  
Ability to maintain records, logs and reports.

Ability to maintain cleanliness of warehouse.

Ability to effectively express ideas orally and in writing.

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

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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.