

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Maintenance Procurement Clerk	FLSA:	Non-Exempt
Department/Site:	Maintenance	Salary Grade:	15
Reports to/Evaluated by:	Skilled Maintenance Team Leader	Salary Schedule:	Operations

SUMMARY

Under general supervision of the Maintenance Team Leader, receives, organizes and stores warehouse supplies, materials and equipment and assembles them for Plant Operations. Writes requisitions, assigns budget numbers, performs data entry for work order system. Works independently and exercises some judgment and discretion in planning and prioritizing work. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

This position represents entry-level skills and responsibilities that could allow advancement in the Warehouse/Purchasing Departments. May require additional formal education or training in purchasing, warehousing, or a related field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives and inspects incoming equipment, supplies and materials for conformity to purchase order. Reports shortages, damages or other discrepancies.
- Performs accurate clerical work in support of warehouse work order system. Maintains logs, assigns budget numbers, files records and performs data entry of work orders.
- Organizes, marks and stores stock items in proper location, using forklifts, pallet jacks and pallets.
- Performs periodic counts of stock. Identifies and recommends items to be ordered.
- Assembles and prepares materials for work orders and sets up staging storage.
- Delivers supplies, materials and equipment. Picks-up materials as necessary to support Plant Operations.
- Maintains and secures tool room equipment check out area.
- Coordinates warehouse activities with other Plant Operations staff.
- Performs other related duties and responsibilities as requested.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of the policies, procedures and practices used for receipt, storage and retrieval of equipment, supplies and materials at the District warehouse. Requires knowledge of Plant Operations. Must have good math skills used in record and budget keeping. Requires good organizational and time management skills. Must have computer and data entry skills and knowledge of the specific programs related to warehouse such as the work order system. Must know and understand safety rules and regulations.

Abilities: Requires the ability to perform the duties of the position effectively and efficiently. Must be able to perform the full range of equipment, materials and supply receipt, storage retrieval and disbursement required of the position. Must be able to utilize computer programs related to inventory, work orders, budget numbers and service calls. Requires the ability to fill orders accurately from requisitions and work orders. Must be able to perform arithmetic computations in support of inventory, requisition and budget duties. Must be able to operate a forklift, pallet jack and delivery vehicle safely and efficiently. Must be able to meet required schedules for delivery of supplies or equipment to sites. Is required to maintain the stores and storage facilities in a clean and orderly fashion. Requires communication skills sufficient to interact with peers within own work group, other District staff and outside delivery staff or vendors in a manner which reflects positively on the Department and the District.

Physical Abilities: Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May stoop, kneel and crouch. Requires good hand-eye coordination and arm, hand, finger dexterity to; operate keyboard and other equipment related to the position. Requires leg foot dexterity to operate gas, brakes and clutch when driving vehicles. Requires visual acuity including depth perception.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by (2) years warehouse experience or equivalent; and ability to utilize or learn computers. Any equivalent combination of education, training and experience.

Credential Requirements: Requires a valid California Driver's License and Forklift Certified