

SCHOOL DISTRICT OF ALACHUA COUNTY

COORDINATOR -- MAINTENANCE PARTS

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY GRADE:	27	SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) High school diploma or GED.
- (2) Minimum of five (5) years experience in ordering, receiving, storing and issuing facilities/maintenance parts supplies, materials or equipment used in the maintenance facilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of storeroom and warehouse methods and procedures, including physical inventory and record keeping procedures. Knowledge of a variety of materials and supplies. Ability to make routine arithmetic calculations. Ability to receive and carry out oral and/or written instructions. Ability to keep stock records and make reports. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to communicate effectively both orally and in writing. Ability to lift and move heavy objects. Skill in the use of computer applications.

REPORTS TO:

Manager -- Facility Maintenance

JOB GOAL

To coordinate the acquisition and distribution of the appropriate materials, supplies, tools, and equipment to maintain District facilities.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Order, receive and store parts and supplies in proper storage area.
- * (2) Reconcile incoming materials against purchase orders or invoices.
- * (3) Issue supplies or equipment on approved requisitions.
- * (5) Maintain records of receipt and disposition of materials, supplies, tools, and equipment.
- * (4) Follow up on ordered parts.
- * (6) Inventory and maintain adequate inventory supplies and equipment.
- * (7) Salvage parts of used items and equipment and reissue salvaged items.
- * (8) Keep stock clean and in good order.
- * (9) Schedule preventive maintenance and service.
- * (10) Adhere to applicable safety standards.
- * (11) Attend all staff meetings and workshops.

COORDINATOR -- MAINTENANCE PARTS (Continued)

- *(12) Assist with maintaining a clean and orderly environment.
- *(13) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(14) Communicate effectively with the mechanics, staff members, parents, students, managers, and other contact persons using tact and good judgment.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.
- *(16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(17) Demonstrate support for the school district and its goals and priorities.
- *(18) Exhibit interpersonal skills as an effective team member.
- *(19) Follow attendance, punctuality and proper dress rules.
- *(20) Maintain confidentiality regarding school/workplace matters.
- *(21) Maintain expertise in assigned area.
- *(22) Manage time efficiently.
- *(23) Model and maintain high ethical standards.
- *(24) Participate in cross-training activities as required.
- *(25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(26) Prepare all required reports and maintain updated and accurate records.
- *(27) Represent the District in a positive and professional manner.
- *(28) Respond to inquiries and concerns in a timely manner.
- *(29) Perform other duties as assigned.
- *(30) May be required to work beyond the 40 hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 01

Adopted 10/19/10