

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Maintenance Parts Clerk	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Maintenance and Operations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	031 OSS
<b>REVISED:</b>	September 18, 2006		

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### **BASIC FUNCTION:**

Perform manual and clerical warehousing duties in the Maintenance and Operations central storage area as required to receive, store, and distribute supplies, materials, and equipment; requisition supplies and maintain supply inventory and related records.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

### **E = Essential Functions**

Receive, unload and unpack materials; check transmittal papers against items received and store incoming materials and equipment. **E**

Mark items for inventory control as required. **E**

Return defective items. **E**

Issue tools and materials; organize and distribute supplies and equipment to maintenance program staff. **E**

Fill requisitions by counting, measuring, and packaging items. **E**

Maintain orderliness of stockroom and replenish supply bins; check shelf markers and clean assigned areas. **E**

Operate gas or electric fork-lift and hydraulic pallet lift. **E**

Analyze stock replenishment requirements and make recommendations on needed adjustments to stock order points and maximum limits. **E**

Contact vendors to check on availability of items. **E**

Assist in ordering parts and supplies by preparing requisitions. **E**

Pick up emergency supplies from vendors and make deliveries to worksites. **E**

Receive orders, stock receipts, and adjustments and enter data in computer system. **E**

Assign catalog numbers and maintain computerized catalog files. **E**

Extract a variety of lists and reports including inventory discrepancies and missing items. **E**

Maintain material data records; maintain records of acquisition, transfer, and disposal. **E**

Operate standard office machines, including computer terminal and keyboard, and small hand and power tools. **E**

Conduct inventory of supplies and equipment; maintain stock and inventory levels using on-line data terminals. **E**

May drive a van or pick-up truck to obtain procuring, and deliver materials, parts, tools and equipment.

May assemble equipment and other items

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to two years of paid clerical and manual work experience in a maintenance, construction, or warehousing setting.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Wide variety of maintenance and construction materials, equipment, terminology, and practices.  
Materials handling methods and procedures.  
Standard office procedures and methods.  
Standard office equipment including, computer/laptop, copier, facsimile, calculator, ten key  
Reading and writing English communication skills.

**ABILITY TO:**

Enter numbers and data using a computer keyboard/terminal.  
Rapidly learn computerized records system.  
Organize and analyze data.  
Establish and maintain effective working relationships with others.  
Learn sources of supply and basic purchasing techniques.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records.  
Perform related clerical duties with speed and accuracy.  
Read, apply, and explain rules, regulations, policies, and procedures.  
Apply appropriate safety practices.

**NOTE:** A Stock Clerk assigned to the Maintenance and Operations Department may be promoted to Maintenance Parts Clerk upon certification by the supervisor and approval by the department head that the incumbent has successfully completed the appropriate training for the high job class.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office or warehouse setting.

**PHYSICAL REQUIREMENTS:**

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting heavy objects.

Job Code 8221

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