

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Material Coordinator	REPORTS TO:	Maintenance and Operations Administration Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	055 OTBS
REVISED:	May 30, 2002		

BASIC FUNCTION:

Coordinate and oversee the operation of a large warehouse and lead the work of assigned staff in the ordering, receiving, stocking, issuing, and accounting of construction and maintenance materials, supplies, equipment, and services.

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

Plan, organize, coordinate, oversee, and lead the warehousing operation to provide a wide variety of material, equipment, and service. **E**

Contact vendors to determine the availability of materials; meet delivery requirements. **E**

Obtain telephone quotations, prepare material requisitions, and place orders. **E**

Coordinate and monitor the material acquisition process to assure timely delivery of material and services. **E**

Monitor items received to ensure they match requisitions or purchase order requirements for quantities, description, and conditions; conduct inventories and analyses of needs. **E**

Assist staff with resolution of procurement problems. **E**

Work with other departments to ensure prompt and accurate payments to vendors. **E**

Operate a computerized material inventory control/management system, including establishing stock levels, economic order quantities, reorder points, and other factors associated with material control systems; generate specialized reports related to material control management. **E**

Train and direct the work of assigned staff working multiple shifts. **E**

Ensure orderliness of stockroom(s) and enforce safety regulations; ensure handling and storage of hazardous materials complies with applicable regulations. **E**

Assist with development of department budget.

Operate gas or electric forklift, pallet lift, and power or hand tools.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to five years of recent, full-time, paid experience in purchasing, inventory control, material management, and warehousing in a maintenance, construction, and warehousing environment, including leadership experience.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Materials, tools, equipment, and services used in construction and maintenance trades.

Modern warehousing methods and techniques, including computerized inventory control/management systems and bar-coding techniques.

Pertinent safety regulations.

ABILITY TO:

Organize warehousing operations.

Learn sources of supply and basic purchasing techniques.

Operate standard office equipment, including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Train and direct the work of assigned staff.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6655

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