

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Maintenance Parts Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OSS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Lead the work of and participate in 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 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; return defective items. **E**

Fill requisitions and distribute supplies to maintenance program staff; issue tools and equipment. **E**

Maintain orderliness of stockroom and replenish supply bins. **E**

Check shelf markers and clean assigned areas. **E**

Maintain stock and inventory levels using on-line data terminals. **E**

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

Conduct inventory of supplies and equipment. **E**

Contact vendors to determine availability of items. **E**

Place orders for parts and supplies, and prepare requisitions. **E**

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

Train and lead the work of assigned staff; operate gas or electric fork-lift and hydraulic pallet lift. **E**

Assigns catalog numbers and maintains computerized catalog files. **E**

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

Maintain records of material acquisition, transfer, and disposal; operate standard office machines and small hand and power tools. **E**

May drive a van or small truck to pick up 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 three 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.

Keyboarding/typing certificate for at least 25 wpm.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

A wide variety of maintenance and construction materials, equipment, terminology, and practices.

The material handling methods and procedures.

Reading and writing English communication skills.

Standard office procedures and methods.

ABILITY TO:

Keyboard/type at a net, corrected speed of 25 wpm.

Learn sources of supply and basic purchasing techniques.

Communicate effectively orally and in writing.

Quickly learn computer controlled records system.

Establish and maintain effective working relationships with others.

Plan and organize work.

Skill in performing related clerical duties with speed and accuracy.

Meet schedules and time lines.

Maintain records.

Apply appropriate safety practices.

Organize and analyze data.

Train and direct the work of assigned staff.

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 perform assigned duties; 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 perform assigned duties; lifting heavy objects.

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