

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

MAINTENANCE WAREHOUSEMAN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Two (2) years successful work experience in warehouse operation and/or storekeeping.
- (3) Valid Florida Driver's license with good driving record.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and understand computer printouts. Ability to operate a forklift. Knowledge of record keeping procedures. Ability to maintain a neat and accurate inventory of supplies. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Maintenance Foreman

JOB GOAL

To provide prompt and efficient delivery of commodities, materials, supplies and equipment to schools and departments.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Unload delivery trucks.
- *(2) Fill and deliver warehouse orders.
- *(3) Keep warehouse inventory supplies restocked and on shelves.
- *(4) Provide for the maintenance and cleanliness of the warehouse.
- *(5) Assist with the physical inventory of the warehouse as required.
- *(6) Perform routine clerical work in receiving, storing, inventorying, and distributing warehouse items.
- *(7) Operate forklift and standard vehicles assigned to warehouse in a safe and efficient manner.
- *(8) Demonstrate initiative in the performance of assigned responsibilities.

Maintenance Warehouseman - Continued

Employee Qualities/Responsibilities

- * (9) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (11) Ensure adherence to good safety standards.
- * (12) Maintain confidentiality regarding school/workplace matters.
- * (13) Model and maintain high ethical standards.
- * (14) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (15) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (16) Exercise service orientation when working with others.
- * (17) Keep supervisor informed of potential problems or unusual events.
- * (18) Use effective, positive interpersonal communication skills.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Serve on school/district committees as required or appropriate.

System Support

- * (21) Exhibit interpersonal skills to work as an effective team member.
- * (22) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (23) Demonstrate support for the school district and its goals and priorities.
- * (24) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (25) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (26) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*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.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

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

Board approved: May 8, 2012