

Job Title: Materials Supervisor (Non-Certified)

POSTION SUMMARY:

The Materials Supervisor ensures the Materials Department performs its function of serving the maximum needs of the Board, schools, staff, and students including deriving the maximum benefit from the expenditure of funds under its control.

QUALIFICATIONS

- High school education or better
- Training / experience in clerical and office skills including use of office equipment (copiers, etc.)
- Computer training / experience in Office 365 and Adobe Acrobat
- Valid drivers license with good driving record

ESSENTIAL FUNCTIONS

Purchasing

- Purchases and distributes, in compliance with Board and Finance Dept. policy, items necessary for the operation of the school district such as, but not limited to textbooks, teacher materials, library books, periodicals, custodial supplies / equipment, office supplies, and contracted services.
- Prepares all bid documents relative to the Materials Dept. purchases including item specifications, instructions to bidders, and for of proposals.
- Assists schools and Central Office departments in purchasing requests submitted to the Materials Dept. and checks for accuracy of specifications, pricing, etc. before requesting a purchase order.
- Develops and maintains appropriate records of all Materials Dept. purchases.

Warehouse Operations

- Maintains Central Office warehouse in clean and orderly manner
- Loads/unloads shipments received by either hand or forklift and inspecting for damages, defects, and shortages
- Unpacks, checks in, and marks items in Materials orders and assist other departments when requested do the same.
- Stores materials/stock not needed immediately by schools according to recommended procedures and best practices.
- Fills requests from stock as needed and arranges for delivery to departments and schools.
- Makes mail/delivery runs between schools, Central Office, and Finance Dept. with inter-department mail, packages, and other materials and supplies as needed.

Records Management

- Supervises record clerk in maintaining and filing of student records as well as Board and Central Office records as required.
- Maintains records as to proper retention, destruction, and storage in compliance with Board, State, and Federal legal requirements.
- Maintains records storage room(s) in good and safe conditions.
- Designs records forms and programs as needed for use of records system.
- Maintains/ replaces as needed all equipment and supplies needed for records system.
- Fills requests for records by schools, departments, government agencies and public along with records clerk.

ASBESTOS PROGRAM MANAGER

- Serves as Designated Person for school system under Federal and State AHERA programs and laws
- Advises and serves as a source of information to school and county officials, maintenance dept., school staff, and public on asbestos and the school system's asbestos program.
- Ensures Operations and Management Plans as all facilities are kept up-to-date and available for review by school and maintenance personnel, government agencies, contractors, and the general public
- Ensures that Six Month and Three-Year Inspections of asbestos in facilities are conducted, recorded, and reported to the proper government agencies and copies placed in O&M Plan books at all facilities.
- Ensures that newly hired custodial and maintenance personnel receive Awareness Training as required and that all trained personnel are given updated training as required by law
- Works with Maintenance Supervisor to ensure that any maintenance or remodeling which will disturb or damage asbestos containing materials is prepped properly (three square or linear feet)
- Ensures that any maintenance, remodeling, or demolition work that could or will disturb asbestos containing materials be performed by certified hazardous materials contractors.
- Responsible for notifying Board, State, and Federal agencies (EPA, TOSHA, etc.) of violations of AHERA law, rules, and regulations.
- Works closely with any contracted asbestos consultants and/or contractors to ensure all Federal and State AHERA programs and laws are properly accomplished.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 40 lbs., with frequent lifting and/or carrying objects weighing up to 25 lbs. Other physical demands that may be required as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity
- Adaptability to dealing with people beyond giving and receiving instructions
- Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria.

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.