

**Job Title:** Shipping/Receiving and Purchasing for Maintenance

**FLSA Exemption Status:** Non-Exempt

**Term:** 260/261 days

**Minimum Qualifications:**

1. Preferred - Associate Degree, but not less than a high school diploma;
2. At least five years of work experience in shipping/receiving/purchasing and/or accounting;
3. Trained and properly licensed to operate a forklift; and
4. Meets health and physical requirements.

**Job Objectives/Goals:**

1. To purchase all items (complete process) for the maintenance department;
2. To oversee and document the receiving of packages, parcels, and supplies; to store items in appropriate areas prior to preparation for delivery;
3. To be very detail-oriented while managing the logistics of a high volume of items entering and leaving the delivery site.
4. To maintain an accurate, up-to-date inventory of initial purchases for the school system.

**Responsibilities and Essential Functions:**

1. Perform general clerical duties like -
  - a. Copying/scanning
  - b. Data entry
  - c. Filing
  - d. Use of equipment
2. Receive approved Purchase Orders, inspect and compare products to purchase orders upon arrival;
3. Receive products and logs information such as date, vendor, number of boxes received, etc., and maintain such log;
4. Operate the forklift (as needed) for the receipt, storing and delivering of goods;
5. Complete receiving cover sheet for each purchase order and file them upon completion;
6. Inform appropriate individuals of receipt of product and verification of order and contact the company if there is a discrepancy with the order;
7. Seal all boxes and send them to their proper destination with a copy of the packing list and receipt of acknowledgement to be signed and returned;
8. Send cover sheet with appropriate packing list to the Finance Department and originator of requisition of purchase order;
9. Maintain a clearly organized workspace.
10. Maintain security of office and warehouse, if deemed needed;
11. Attach fixed asset number tag to appropriate product upon arrival and record information on fixed asset data sheet and send the copy to the proper site;
12. Receive fixed asset data sheet, with original number tags from system sites, enter data on Fixed Asset Inventory Program and file in corresponding site folder upon completion;
13. Accept/distribute/accept and re-submit the paper version of mandatory tests.
14. Perform other related duties as deemed necessary by the Maintenance Director and the Director of Schools.

### **Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Form Perception:** To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. **Motor Coordination:** Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. **Manual Dexterity:** Ability to move hands easily and manipulate small objects with the fingers.
7. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. **Data Perception:** Ability to understand and interpret information presented in the form of graphs, charts, or tables

### **Physical Demands:**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** Director of Maintenance

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.