



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Small Machine Repair /Warehouse Delivery
SCHOOL/DEPARTMENT	Operations/ Maintenance
SALARY	Grade 61 plus supplement
FLSA STATUS	Non-Exempt
REPORTS TO	Director of Maintenance
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40 with 2 nd Shift as Needed
NUMBER OF MONTHS PER YEAR	12 months

POSITION PURPOSE:

Maintenance personnel in this position perform small machine repairs and warehouse deliveries for the school system – both in and outside of the school district.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to drive small, medium-sized, or large capacity vehicles to transport materials to and from specific destinations
- Ability to deliver equipment, materials, supplies, and food commodities to the schools and offices of the system
- Ability to maintain vehicle log
- Ability to prepare receipts and/or obtain signatures for deliveries; may need to load and unload vehicle
- Ability to inspect vehicle equipment and supplies such as tires, lights, brakes, gas, oil, and water, and requests service and repairs as needed
- Working knowledge of inventory control and warehousing procedures
- Some knowledge of volatile materials storage
- Ability to load and unload materials and supplies

- Ability to manage an inventory system
- Skill in simple computations
- Ability to comprehend procedures and instructions orally and in writing
- Working knowledge of floor cleaning and maintenance including familiarity with established techniques, equipment, and cleaning and finishing agents
- Skill in use of and care for floor maintenance equipment
- Ability to perform simple record keeping.

EDUCATION, TRAINING, AND EXPERIENCE:

- High School Diploma or GED
- Experience in small machine repairs (Vacuums, Scrubbers, Buffers, etc.)
- Experience with inventory control procedures
- Experience in warehouse management
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS:

- Must possess a Class A valid driver's license issued by the NC Department of Motor Vehicles
- Appropriate North Carolina driver's license for the weight and type of vehicles operated as required by the Department of Motor Vehicles
- CDL Driver's License

PREFERRED QUALIFICATIONS:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repair and determine needed supplies and equipment for system wide custodians
2. Keep simple records of materials, labor costs, and accounts for equipment and materials signed out to schools
3. Assist with training new employees on use of custodial equipment
4. Oversee deliveries and pickups to ensure quality and quantity of products
5. Load and unload materials and supplies using available hand trucks and front-end loaders
6. Record deliveries and pickups
7. Maintain inventory records and tracking system
8. Determine appropriate places for storage
9. Rotate stock as needed
10. Monitor activities in warehouse to insure proper recording of outgoing materials
11. Adjust inventory levels to reflect receipts and disbursements
12. Recommend purchases to supervisor
13. Perform additional duties as assigned by the Director of Maintenance

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered medium to heavy physical work requiring the exertion of between 20 and 100 pounds of force depending on the particular task.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*