



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	SmMacRep/Whse Del
SCHOOL/DEPARTMENT	Orange County Schools Maintenance Department
SALARY	Grade 61
FLSA STATUS	Non-Exempt
REPORTS TO	Maintenance Director
SUPERVISES	No
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	As Scheduled with 2 nd Shift as Needed
NUMBER OF MONTHS PER YEAR	12 months

POSITION PURPOSE:

Repair of Small Machines and Warehouse Inventory.

Deliveries Inside and Outside of District

MINIMUM QUALIFICATIONS:

High School Diploma

Must possess a Class C valid driver's license issued by the NC Department of Motor Vehicles

Experience in Small Machine Repairs and Warehouse Inventory & Delivery

KNOWLEDGE, SKILLS, AND ABILITIES:

Drives small, medium-sized, or large capacity vehicles (including dump truck) to transport materials to and from specific destinations. Delivers equipment, materials, supplies, and food commodities to the schools and offices of the system. Maintains vehicle log. Prepares receipts and/or obtains signatures for

deliveries. May load and unload vehicle. Inspects 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.

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:

- Experience in Small Machine Repairs (Vacuums, Scrubbers, Buffers, Etc)
- Knowledge of Warehouse Operations.
- Experience with inventory control procedures.
- Experience in warehouse management.

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.

PREFERRED QUALIFICATIONS:

- High School Diploma
- CDL Driver’s License
- Small Machines Repair
- Warehouse Inventory Control

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Repairs and determines needed supplies and equipment for systemside custodians. Keeps simple records of materials, labor costs, and accounts for equipment and materials signed out to schools. Assists in training new employees on use of Custodial Equipment.
2. Oversees deliveries and pickups to insure quality and quantity of products. Loads and unloads materials and supplies using available hand trucks and front-end loaders. Records deliveries and pickups. Maintains inventory records and tracking system. Determines appropriate places for storage. Rotates stock as needed. Monitors activities in warehouse to insure proper recording of outgoing materials. Adjusts inventory levels to reflect receipts and disbursements. Recommends purchases to supervisor.

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.

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.*