



TRADES FOREMAN

Purpose Statement

The job of the Maintenance Supply Coordinator was established for the purpose/s of providing support to the maintenance operations with specific responsibilities for placing orders (parts, equipment, supplies, vehicles) maintaining required inventory levels; ensuring that specifications, quantity and quality of received orders are correct; verifying stock and identifying losses; and maintaining an organized warehouse layout, ensuring that assignments are completed in a safe, proper and timely manner and directing assigned workers..

This job reports to the Assistant Maintenance Director

Essential Functions

- Cleans warehouse for the purpose of maintaining a safe and sanitary work area.
- Coordinates maintenance department vehicle preventative maintenance and repair activities for the purpose of ensuring that vehicles are maintained in a safe and effective working order and that they are available as needed.
- Issues parts, equipment, tools, vehicle keys as assigned and/or requested for the purpose of meeting maintenance department staff needs and/or requirements in a timely manner.
- Maintains a variety of manual and electronic files and records (e.g. loss, expenditures, history of utilization, budget expenditures, requisitions, vehicle repair logs, blue prints, etc) for the purpose of documenting activities and/or providing reliable resource information.
- Maintains and conducts physical inventories for the purpose of verifying stock and identifying losses.
- Orders a wide variety of maintenance department parts, equipment, tools, supplies and vehicles for the purpose of maintaining inventory and ensuring availability of required items.
- Performs minor and/or routine up keep and repair of maintenance department equipment and tools as needed for the purpose of ensuring that items are maintained in a safe and effective working order and are available to department staff when needed.
- Processes order requests, documents, deliveries and/or materials logs for the purpose of disseminating information and/or ensuring that materials are accurately received by appropriate parties in a timely manner.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Researches discrepancies on orders and/or invoices (e.g. overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Responds to inquiries from a variety of internal and external services for the purpose of providing information and/or direction regarding the invoices, billing, status of deliveries, etc.
- Supports department administration and staff as needed and/or assigned for the purpose of maximizing the efficiency of the work force and meeting department and District requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Williamson County Schools

RIGOR • RELEVANCE • RELATIONSHIPS • RELENTLESSNESS

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment and software programs; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: a wide variety of maintenance parts, tools, equipment and supplies; materials handling procedures; inventory techniques; warehouse equipment; and safety practices and procedures, a wide variety of maintenance parts, tools, equipment and supplies; materials handling procedures; inventory techniques; warehouse equipment; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; adapting to changing work priorities; communicating with diverse groups; and complying with OSHA/TOSHA regulations.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 50% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.



EXPERIENCE: Job related experience is required.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
Valid TN Driver's license & evidence of insurability

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified