



JOB DESCRIPTION
Warehouseman- Maintenance

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The Warehouseman under the general supervision of the Director of Maintenance and the direct supervision of the Procurement Agent is responsible for the receiving and storing of maintenance warehouse materials and equipment and assists with the issuing, delivery, inventory control, and recordkeeping of warehouse materials and equipment.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas driver's license, insurable with the Judson ISD insurance carrier and a good driving record
- Minimum of 2 years experience in the proper storage and issue of materials and equipment

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Working knowledge of parts associated with plumbing, welding, carpentry, HVAC, electrical, and small engines
- Understands the concepts and importance of first in first out (FIFO), shelf life, material safety data sheets (MSDS), units of issue (U/I), and audited inventory.
- Ability to read supply requisitions and perform basic arithmetic
- Ability to operate light truck

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and safety procedures.
2. Receives all materials ordered for the materials department. Checks all items against invoice and inventory.
3. Maintains accountability for stock issued to workmen, trucks, specialist and schools.
4. Maintains inventory and control of shop equipment and tools used by all maintenance shops.
5. Maintains custody receipts for items being required and loaned out temporary.
6. Responsible for the security and issue of keys and radios.
7. Loads and unloads delivery truck by hand or by use of hand truck.
8. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Must be able to communicate (verbally and written), understand verbal instructions, reason, concentrate, and maintain emotional control under stress.

PHYSICAL DEMANDS: Lift and/or carry heavy weight (45 pounds or more), stand, walk, climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, distinguish colors, occasional travel, outside, inside, extreme temperatures, extreme humidity, vibration, sunlight exposure, chemical exposure (asbestos, fumes, vapors, gases, dust smoke, etc.), and works around machinery with moving parts

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Personal computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, hand truck and light truck.

Manual Trades Pay Grade: 5

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 5, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.