



JOB DESCRIPTION **Procurement Agent**

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The Procurement Agent, under the direct supervision of the Director of Maintenance, is responsible for materials, procurement, distribution and inventory used by the maintenance department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas drivers license, insurable with Judson ISD insurance carrier, and a good driving record
- At least five years experience in materials handling, distribution and acquisition

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- General knowledge of materials used in building repair and maintenance
- Ability to manage personnel
- Ability to read blueprints and schematics
- Ability to meet established deadlines
- Effective planning and organizational skills

DUTIES AND RESPONSIBILITIES:

1. Insures compliance of District directives and Maintenance Policies and safety Procedures by maintenance warehousemen and materials expediter and is responsible for any disciplinary action needed.
2. Coordinates material requirements and procurement function to insure work orders can be completed on a timely basis.
3. Identifies and procures all items routinely used by the maintenance department in order to maintain adequate inventory of supplies.
4. Assists maintenance personnel in identifying, ordering and procuring required material.
5. Assures accountability of materials issued from maintenance inventory.
6. Supervises warehouseman and materials expediter in procurement operation.
7. Supervises and coordinates the scheduled day to day activities in the maintenance warehouse.
8. Insures proper safety procedures are followed by maintenance warehouseman and expediter.
9. Assists the Maintenance Supervisor and Director of Maintenance in evaluating warehouseman and materials expediter.
10. 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: Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, memorize, coordinate, compile, compute, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work prolonged or irregular hours, may travel in district, and statewide occasionally.

SUPERVISORY RESPONSIBILITIES:

Supervises and provides evaluation input of maintenance warehouseman and materials expediter.

EQUIPMENT USED:

Personal computer

Manual Trades Pay Grade: 7

Days: 260

Wage/Hour Status: Nonexempt

Updated: December 2, 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.