



**JOB DESCRIPTION**  
**Materials Expediter - Maintenance**

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The Materials Expediter under the direct supervision of the Director of Maintenance, is responsible for expediting the procurement of all items required by the maintenance department and district campuses to perform their device functions.

**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 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:**

- Ability to read Texas street maps
- Knowledge of computerized inventory, tracking systems and computer programs (Excel, Word)
- Ability to operate personal computer
- Working knowledge of parts associated with plumbing, welding, carpentry, HVAC, electrical, and small engines
- Understand the concepts and importance of first in first out, shelf life, material safety data sheets (MSDS), units of issue (U/I), and audited inventory
- Strong organizational, communication, and interpersonal skills

**DUTIES AND RESPONSIBILITIES:**

1. Complies with District directives and Maintenance policies and safety procedures.
2. Picks-up bench stock items and equipment from vendor and delivers to maintenance warehouse for proper storage.
3. Picks-up and delivers maintenance related items and equipment for various schools and department.
4. Returns merchandise and equipment to vendors for repairs and/or refund.
5. Assists the maintenance warehouseman in the performance of assigned functions (receives, issues, and inventories warehouse stock, and processes daily issues and receipt transactions on personal computer).
6. Assists with evaluation of complaints on shipments and supplies and takes appropriate action.
7. 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:**

None

**EQUIPMENT USED:**

Personal computer, ladder, dolly, scaffolding, fork lift, pallet jack, box knife, and small hand tools

**Manual Trades Pay Grade: 3**

**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.*