

TITLE: Stockroom Clerk, Transportation

QUALIFICATIONS:

1. High School diploma or equivalent.
2. One year parts room experience.
3. Ability to understand and follow oral and written instructions.
4. Working knowledge of computerized inventory programs.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Foreman, Stock Control

JOB GOAL: To contribute to the efficient operation of the Transportation Department by assisting the supervisor in receiving, storing, securing, and issuing inventory.

ESSENTIAL FUNCTIONS:

1. Assists in the ordering of parts and maintaining inventory of parts on hand and enters all appropriate information in computer terminal.
2. Maintains necessary records and stock inventory cards.
3. Assumes responsibility for keeping stockroom clean and orderly at all times, and sees that the stockroom is secure when it is necessary to leave it unattended.
4. Makes a periodic spot check of parts in various locations and assists the stock control foreman to ensure prompt billing to appropriate vendors.
5. Identifies all parts covered under warranty and assists the stock control foreman to ensure prompt billing to appropriate vendors.
6. Communicates with all regions to ensure prompt and needed parts and service to the districts fleet of vehicles.

OTHER RESPONSIBILITIES:

1. Complies with all requirements of the Transportation Department directives, School Board policies and regulations of the State Board of Education.
2. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

1. Position requires up to 100 pounds of force occasionally, and for up to 50 pounds of force frequently and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the SPALC bargaining unit through the collective bargaining process.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 01-07-75

Amended: 10-21-80

Amended: 11-19-96

N/C: 07-01-05

