

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Warehouseperson III	
<i>Supervisor:</i> Maintenance and Construction Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 11

Job Summary

Performs a variety of duties necessary to acquire, process, inventory, and distribute parts, supplies, and tools used in the daily operations of the facilities management department (FMD).

Essential Job Functions

Researches parts using all available channels, to include local distributors and online vendors; coordinates procurement efforts in accordance with established job priorities such as life safety, protection of structure, and routine maintenance.

Supervises, maintains, and stocks parts areas, rooms, yards, computerized inventory, parts catalog library, and tool storage.

Uses online relational database (Munis) to research the original purchase date and cost of assets to determine repair versus replacement; processes the paperwork for surplus and disposes of assets to remove from Munis; updates the status of work orders online as they transition from waiting for parts to parts received.

Works with the purchasing department to ensure parts and services are acquired under the guidelines set for p-Card purchases, field purchase orders, emergency purchase orders, general purchase orders, and service contracts; works through the purchasing department when the dollar amount exceeds set limits and requires a formal bid and school board approval.

Coordinates the collection and disposal of internal hazardous and non-hazardous waste products; ensures products are appropriately categorized and disposed of in a safe and legal manner consistent with environmental laws governing such disposal; coordinates with expeditor to maintain all required documentation of disposal.

Schedules deliveries and sets the priorities for and with other departments so the mission of the FMD can be met in the fastest, most economical way and provide customer service at its highest level.

Provides daily direction to expeditor/warehouseperson to ensure the most efficient use of time through the routing of the pickups and drop offs.

Uses word processing programs to write letters, memos, correspondence and orders to vendors.

Uses database and spreadsheet programs to keep track of inventory, yearly use of products, tracking of disposal of hazardous waste products and organization of the parts department.

Non-Essential Job Functions

May on occasion be required to perform duties of the expeditor position.

Performs other job-related duties as assigned.

Equipment Used

Personal computer, hand and powered tools, equipment and test equipment, delivery vehicles, hydraulic lift gates, fork lifts, hand trucks, pallet jacks, dollies, and calculators.

Independent Decisions

Exercises good judgment with little or no supervision in the field and brings problems which require the involvement of the supervisor to his/her attention.

Primary Working Contacts

Frequent contact with other departments and staff to clarify work order requests and investigate emergency problems; parts vendors in acquiring parts and materials. Occasional contact with other government agencies, civilian and military fire department personnel, and code enforcement officials.

Responsibility for Cash, Equipment, Safety

Safe use and care of district tools, equipment, and vehicles. Occasionally responsible for small amounts of cash and for high value district property.

Supervision Received and Exercised

Receives instruction from the maintenance and construction manager orally or by written work order; works with limited supervision. Provides daily direction to expeditor/warehouseperson through scheduled deliveries.

Unusual Working Conditions

Work from ladders, man lifts, and with heavy equipment is required. Some trade areas within this job description may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Must have experience in supervising employees.
3. Two (2) years of purchasing experience to include writing bid specifications, researching parts, and overseeing a parts warehouse.
4. High degree of knowledge of purchasing, distribution, material storage operations, and inventory management.
5. Strong knowledge of Microsoft Windows Operating Systems software and programs.
6. Must possess strong mathematics skills.
7. Ability to read, understand, and evaluate blueprints, specifications, and operating and maintenance manuals.
8. Ability to make decisions, use safe procedures, and work under adverse environmental conditions.
9. Must have ability to perform heavy lifting (at least 50 pounds).
10. Must demonstrate strong interpersonal skills to work successfully as a member of a diverse team.
11. Strong skills required in the use of computerized work order systems.
12. Must also have the ability to communicate with diverse groups and positively represent the department.
13. Ability to work within a team, and follow standardized practices and/or method.
14. Ability to work with detailed information/data and maintain strict confidentiality of written and oral information and records.
15. Skilled in Interacting with co-workers in a courteous, tactful and professional manner, sometimes in stressful and busy situations.
16. Ability to meet deadlines and schedules, set priorities, and organize one's own workload effectively, efficiently and independently.
17. Strong skills in effective communication through speech and written documentation.
18. State of Alaska driver's license and proof of current insurance record.

The following are preferred:

1. Associate's degree in business management or relevant field.
2. Specialized training or experience in proper handling and disposal of hazardous materials.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.