

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>MAINTENANCE WAREHOUSE/INVENTORY SPECIALIST I</b>
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**Required Qualifications:**

- High School diploma or General Education Diploma (GED)
- Working knowledge of property accounting and inventory control procedures
- Basic keyboarding skills
- Ability to operate all equipment necessary to move and distribute inventory
- Familiarity with automated inventory control systems
- Minimum of two (2) years related work experience
- Valid Florida driver's license

**Performance Responsibilities:**

- Receive parts and equipment, verify the accuracy of and sign all packing slips
- Store, in a proper location, and label all parts according to size and demand
- Fill all parts requisition requests and deduct requisitioned items from current inventory
- Apply parts to work orders
- Order stock as needed
- Keep stock and warehouse equipment in good order
- Maintain an accurate inventory record of all items
- Perform periodic and annual inventories of all parts and supplies to document accuracy of perpetual inventory
- Maintain gas inventory records and prepare monthly and quarterly reports for the Finance Department
- Prepare reports for crew chiefs of inventory balance and ordering needs
- Prepare yearly reports for the Finance Department and State Auditor
- Oversee warehouse personnel and activities
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Maintenance and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Maintenance and/or assigned designee

**Evaluation:**

Annual evaluation done by the Director of Maintenance and/or administrative designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level P

**Job Code:**

77627

Board Approved: 08/18/98

Revised: 03/02/04, 07/29/08, 01/20/09, 03/03/09, 05/17/11, 06/25/19