

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

MAINTENANCE WAREHOUSE/INVENTORY SPECIALIST II
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Working knowledge of property accounting and inventory control procedures
- Basic keyboard skills
- Ability to operate all equipment necessary to move and distribute inventory
- Familiarity with automated inventory control systems
- Minimum of three (3) years of progressively responsible experience within the Hernando County School System
- Must have ability to exert physical demands which may involve heavy lifting, carrying, pushing and pulling of objects and materials
- 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 and employee time on all work orders, using computer or bar code scanners
- Ability to operate fork lift to load and unload trucks
- Create and edit work orders
- Download bar code scanners and do fixes
- Complete monthly fuel tank inspections and documentation
- Answer telephones
- Keep stock and warehouse equipment in good order
- Assist Level III to write work orders
- Deliver parts to employees at project sites
- Pick up orders at vendor locations
- Tag, etch, log and track all equipment and tools
- File Material Safety Data Sheets
- Distribute pony and daily mail
- Fill Propane tanks and stock in appropriate area
- Assist with periodic and annual inventories of all parts and supplies to document accuracy of perpetual inventory
- Clean and sweep warehouse areas
- Clean vehicles
- Assist Level III with gas inventory records and preparation of monthly and quarterly reports for Finance

- Assist Level III with preparation of reports for crew chiefs of inventory balance and ordering needs
- Assist Level III to prepare yearly reports for the Finance Department and State Auditor
- Order fuel for onsite generators
- File
- Help prepare maintenance items for public sale
- 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 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 Q

Job Code:

77627

Board Approved: 07/29/08

Revised: 01/20/09, 03/03/09, 05/17/11, 06/25/19