

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

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| MAINTENANCE WAREHOUSE/INVENTORY SPECIALIST III |
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Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Working knowledge of inventory control procedures
- Basic keyboard skills
- Ability to operate all equipment necessary to move and distribute inventory
- Familiarity with automated inventory control systems
- Understanding of preventive maintenance concepts
- Knowledge of contracts process and procedures
- Understanding of vehicle purchases, rental agreements and maintenance
- Minimum of five (5) years of progressively responsible experience
- 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:

- Prepare and monitor bids for preventive maintenance contracts for all District equipment
- Prepare and monitor vehicle and equipment programs
- Plan and oversee internal minor maintenance projects
- Assist in information gathering for F.I.S.H.
- Assist in project management of contracted projects
- 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
- Operate fork lift to load and unload trucks
- Create and edit work orders
- Prepare and apply bar code labels on all inventory
- Download bar code scanners
- Maintain vehicle reports, pm's and parts inventory for all sites
- Complete monthly fuel tank inspections and documentation
- Track and order fuel as required
- Log fuel readings on a daily basis
- Computer input all fuel transactions
- Answer telephones
- Maintain all records on vehicles, do monthly pm reports and process site reports
- Order stock as needed
- Keep stock and warehouse equipment in good order
- Maintains and updates CMMS for district work orders, maintenance inventory, and equipment inventory

- Maintain an accurate inventory record of all items
- Deliver parts to employees at project sites
- Pick up orders at vendor locations
- Tag, etch, log and track all equipment/tools
- 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
- Provide direction to Maintenance Warehouse/Inventory Specialist I and II employees, when needed
- Provide direction to maintenance helper positions
- Order fuel for onsite generators
- Distribute gas reports for sites
- Make gas keys as required
- Prepare memos and letters as required
- 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 Y

Job Code:

77627

Board Approved: 07/29/08

Revised: 01/20/09, 03/03/09, 05/17/11, 10/18/16, 06/25/19