

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### MAINTENANCE MECHANIC, Supply

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years verifiable experience as a warehouse stock clerk or related experience.
- Class "D" or "E" driver's license required upon start date.
- Ability to physically perform responsibilities listed below.
- Knowledge of technology as related to specific job functions.

**REPORTS TO** Office Manager

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To assist and support the Facilities Services staff in maintaining an adequate supply of stock and parts for immediate use.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Receive and properly secure all items purchased for building maintenance.
2. \* Maintain inventory records of all maintenance materials and equipment received and issued on a daily basis.
3. \* Issue all materials and equipment as authorized by the Division Supervisors.
4. \* Periodically inventory materials and equipment carried on maintenance vehicles as requested by the Maintenance Purchasing Agent.
5. \* Initiate reorders when inventory requires.
6. \* Remove from inventory material bins not required or obsolete.
7. \* Maintain inventory and receipt records of all District plant property, equipment, tools and vehicles that are under the Department's custody.
8. \* Safely operate warehouse forklift and material handling equipment.
9. \* Ensure prompt completion of required delivery, work order, issue receipt and related documentation.
10. \* Maintain, record checkout and store for prompt retrieval, project record drawings, specifications and operation/maintenance documentation for District facilities.
11. \* Assist in routing, scheduling and delivery of materials and supplies.
12. \* Administer recycling programs for surplus metals and non-disposable materials.
13. Perform other duties as assigned by the Office Manager.

\*Denotes essential job function/ADA

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**D-06 \$34,401 - \$61,091**  
M-12 D-258 H-2064

##### POSITION CODES

PeopleSoft Position **Multiple**  
Personnel Category **18**  
EEO-5 Line **53**

Function **Vary**  
Survey Code **81046**  
Job Code **1639**

##### ADA CODES

2 **Very Heavy Work**  
3 **B - I / K - V**  
4 **C, E, F, H, I**

##### BOARD APPROVED

**April 8, 1997**