

MASON COUNTY SCHOOLS

Job Description

POSITION: Maintenance Clerk/Buyer

IMMEDIATE SUPERVISOR: Director of Maintenance

EMPLOYMENT TERM: 261 days annually, pursuant to WV Code §18A-4-8

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with Mason County Salary Scale, Pay Grade C commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the Director of Maintenance and in accordance with WV State Code §18A-2-12

JOB SUMMARY: "Maintenance Clerk" means a person employed to be responsible for receiving, storing, packing, and shipping goods.

PERFORMANCE RESPONSIBILITIES:

- Load and unload goods using appropriate material handling equipment.
- Record any discrepancies or damage on packing slip, bill of lading or purchase order, and give it to the supervisor or purchasing department.
- Mark incoming items with description, purchase order number, etc.
- Safely operate material handling equipment; i.e., fork truck, pallet jack, dolly, etc.
- Maintain clean, organized and safe storage area(s).
- Maintain up-to-date receiving and shipping logs.
- Physically inventory all goods and supplies.
- Fill requisitions and deliver them as directed.
- Request purchase orders for goods and supplies to maintain operating inventory levels.
- Ship goods using appropriate packaging methods and materials to prevent damage.
- Determine best way to ship goods (fastest/cheapest) using common carrier, UPS, U.S. Mail, FED EX, etc.
- Complete Bill of Lading or other paper work necessary to ship goods.
- Trace inbound and outbound shipments on request.
- Safely open containers using proper methods and tools.
- Develop and maintain master warehouse location plan.
- Ability to rapidly and accurately fill orders
- Ability to check mail, food items and other supplies rapidly
- Ability to climb and when necessary perform temperature checks on refrigeration units
- Ability to learn assigned clerical and mail handling duties
- Ability to keep accurate records
- Ability to understand and carry out oral and written instruction
- Ability to handle frozen and perishable foods and maintain established standards and procedures

- Ability to work effectively with others
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to speak clearly and concisely both in written and oral communication
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals consistent with the duties of this position
- Ability to compute rate, ration and percent consistent with the duties of this position
- Ability to perform duties in full compliance with count requirements and Board policies
- Must have strong communication and interpersonal skills
- Willingness to work overtime when required
- Willingness to load and unload truck
- Willingness to keep areas of the warehouse neat and in order
- Perform additional duties as assigned

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heaving lifting and frequent climbing are essential to be successful in the duties of this position. The ability to grasp, move lift, walks and climbs with heavy items weighing up to 100 pounds and continuously moving of material from truck to location. Toleration of varying degrees of temperature both inside trucks and weather modifications are required. Specific vision required by this job includes close vision, color vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud (60 -90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.