

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6795
Pay Grade: D12

FLSA: Non-Exempt

MAINTENANCE PARTS FOREMAN

MAJOR FUNCTION:

Performs responsible, specialized duties in receiving, storing, and distributing supplies or equipment in a maintenance parts stockroom. Maintains accurate and up-to-date inventory records and performs all assignments in the interest of economic and effective operation of the Warehousing Department. Work is performed under general direction and is reviewed periodically through inspection of premises and records and through conditions of stock.

DUTIES AND RESPONSIBILITIES:

- Plans and supervises assigned staff.
- Maintains inventory control and other records of supplies in the storeroom.
- Reviews purchase orders to verify items are received in conformity to specifications, delivered and receipted properly prior to recommending payment.
- Assists in periodic inventories and numerous cycle counts.
- Receives, stores, and issues stock consisting of tools, materials, parts, and supplies.
- Orders maintenance/custodial equipment and parts when authorized.
- Maintains storeroom area in a clean and orderly manner.
- Assists in special handling of problem situations.
- Applies knowledge of modern storekeeping methods and inventory practices, of various kinds, grades, use, and storage characteristics of materials.
- Prepares standard storeroom reports and makes arithmetical computations accurately.
- Establishes and maintains good working relationships with others.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED, and two (2) years experience in receiving, recording, and issuing supplies and materials in a warehouse; or an equivalent combination of training and experience.

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 8/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

MAINTENANCE PARTS FOREMAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Maintenance Parts Foreman - NR