

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6840  
Pay Grade: D07

FLSA: Non-Exempt

**MATERIEL EXPEDITER**

**MAJOR FUNCTION:**

Performs clerical and manual work involving the expediting, procurement, and distribution of supplies and equipment required on an emergency basis. Work is performed with much independence and reviewed through results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Receives, inspects, stores, and issues materials. Makes personal contact with suppliers in order to expedite, acquire, and make available materials required on an emergency basis.
- Assists in special handling of problem situations.
- Maintains cleanliness and order in an assigned area.
- Coordinates/consults with trades foremen and buyers to identify materials and possible substitutes.
- Assists in loading/unloading; lifts and moves light-to-heavy items, on a routine basis.
- Applies knowledge of storeroom methods, purchasing procedures and record keeping.
- Determines quality of goods against prescribed specifications.
- Performs semi-skilled tasks without close supervision.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED and one (1) year of experience in maintaining and disbursing goods or equivalent combination of education and experience. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 4/83; BOARD APPROVED: 10/12/83; FORMAT REVISED: 3/88; MQ'S REVISED: 11/91 PBL;  
BOARD APPROVED: 3/25/92; 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.

**MATERIEL EXPEDITER**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Materiel Expediter - NR