



Columbia County School District Job Description

Position Title: Supply Specialist – FMO		
Department: Facilities, Maintenance & Operations	Evaluation Instrument: Performance will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade H	Pay Type: Non – Exempt	Retirement: Public School
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facility Officer		

MINIMUM QUALIFICATIONS

Education: High School diploma or equivalent.

Essential Knowledge/Skills: Knowledge of computers, inventory software utilization, Ability to maintain ongoing warehouse supply inventory and school inventory. Must have good interpersonal skills. Must have basic computer and typing skills. Able to make repairs and do preventive maintenance on all of the components that make up a school or facility. Must be able to read and interpret building blueprints and equipment schematics. Must be able to follow oral and written directions with minimal to no supervision or work as part of a team. Requires regularly lifting, carrying or transferring of 40lbs and occasional lifting and/or moving of 100 pounds; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms; using hands and fingers to operate objects, tools, or control. Must be capable of working off ladders of different type, lifts, and must not be afraid to work at different heights. Must be capable of operating a forklift. May be subject to noise, vibration and temperature changes.

Experience: Must have four (4) years of experience in inventory management, shipping and receiving, and custodial equipment repair.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- All custodial equipment repair work orders must be completed within 5 days of entry into the work order system.
- Maintains a clean, organized, and secure warehouse at all times.
- Notifies the Maintenance Cluster Supervisor of needed supplies to keep inventory well stocked at all times.
- Maintains the computerized inventory program to monitor tracking of supplies and equipment at all times.
- Maintains the Prints Room in an organized manner and locked at all times.
- Delivers supplies and parts per quarterly orders, non-stock orders, and emergency orders in a timely manner.
- Fills maintenance supply requests from the schools and assigns to the appropriate Maintenance Cluster Supervisor for delivery.
- Fills custodial supply requests from the schools and assigns to the appropriate Custodial Cluster Supervisor for delivery.
- Duplicates keys upon approval by the Chief of Facilities, Maintenance and Operations per procedure.
- Maintains a daily record of FMO's equipment and the location of the equipment.
- Maintains a current inventory database of the schools' custodial equipment by purchase date.
- Enters data into the work order system for equipment sent to vendors for repairs. Monitors to ensure a timely return to the appropriate facility.
- Completes in-house custodial equipment repairs and returns to the schools in a timely manner.

- Maintains adequate custodial parts on hand to make basic repairs to custodial equipment.
- Maintains a log of the Custodial Cluster Supervisor's Monthly Inspection Forms for review during weekly meetings.
- Verifies that the monthly preventive maintenance work orders completed by the Custodial Cluster Supervisors for the custodial equipment matches the master custodial equipment log.
- Follow the guidelines for the Fixed Asset Procedure for all purchases, transfers, and loans of equipment.
- Must keep assigned vehicle clean, organized, and well equipped at all times.
- Performs all other related or nonrelated tasks assigned by the Maintenance Cluster Supervisor or the Chief of Facilities, Maintenance and Operations with a positive attitude.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 2015