



[*Apply Online*](#) (Required)

Job Posting – 8/26/19

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

TSDK- Building Maintenance Worker 2 (Maintenance Warehouse Manager)

Description: Under general supervision, is responsible for maintaining the parts warehouse; and performs light to moderate repairs. The warehouse manager is responsible for keeping a working parts inventory by: replacing parts, obtaining quotes, generating orders and checking out parts in addition to other related duties.

Qualifications:

- Three years of experience in skilled warehouse and inventory work preferred
- Valid Tennessee Driver's License
- SLPI:ASL rating of Survival or above preferred
American Sign Language (ASL) sign classes and skill development support available for selected qualified applicants who do not meet the rating level.
- High School diploma or equivalent

Terms of Employment: Full time 12-month employee

Salary: State of TN Salary Grade 022 - \$2,277 per month

Essential Duties and Responsibilities:

- Contacts vendors to find replacement parts, place orders and handle any problems with items
- Uses internet to research parts
- Has working knowledge/experience with Microsoft Excel and Microsoft Access.
- Keeps detailed records in warehouse database of all parts ordered and/or used.
- Maintains working inventory by keeping a sufficient quantity of regularly used parts in stock.
- Maintains a clean storeroom
- Notifies staff when parts arrive
- May be required to mentor a TSD student in the TSD work based learning program

Knowledge, Skills, and Abilities:

- Knowledge and experience with Microsoft Excel and Microsoft Access
- Well organized
- Ability to work without direct supervision



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Benefits: Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more. A full listing of employee benefits can be found here [Benefits Link](#).

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.