

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARTS AND INVENTORY CONTROL ASSISTANT (MAINTENANCE AND OPERATIONS)

BASIC FUNCTION:

Under the direction of the Manager-Maintenance, perform responsible work related to the ordering, receiving, storing inventory control and issuing of parts, supplies, equipment and tools used in daily operations of the Maintenance & Operations Department.

ESSENTIAL FUNCTIONS:

Coordinate the procurement of parts, supplies, equipment and tools with various vendors.

Receive, sign for and log out the distribution of materials, equipment, supplies and tools.

Inspect incoming stock and report shortages, damages and other discrepancies.

Maintain accurate inventory records for parts, supplies, equipment and tools; distribute incoming part orders to maintenance staff.

Tag, identify and maintain an annual inventory of maintenance tools; maintain tools in working order.

Initiate purchase of parts, supplies, equipment and tools to maintain proper inventory levels; load and unload supplies; drive a vehicle to deliver supplies to sites; follow up on purchase requisitions; track purchase order history and ordering of parts and supplies.

Operate a computer terminal and related software; operate calculators; perform mathematical calculations and prepare statistical reports.

Operate and maintain battery-powered equipment including a pallet jack, man lift, scissor lift, bobcat and attachments.

Answer the telephone and provide information as required.

Assure compliance with safety rules and procedures.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of office equipment including a calculator, computer and applicable software.

Inventory control and supply purchasing.
Various supply and equipment needs for maintenance trades.
Proper lifting techniques.
Mathematical calculations.
Hazmat regulations and safety practices.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform mathematical calculations quickly and accurately.
Read, write and comprehend basic written and verbal instructions.
Maintain accurate accounting of Maintenance & Operations Department parts, supplies, equipment and tools.
Prepare quarterly inventory reports.
Establish and maintain cooperative and effective working relationships with others.
Speak, read and write English at a level required for satisfactory job performance.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate assigned tools and equipment.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch.
Stand for extended periods of time.
Climb ladders.
Perform heavy physical labor.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and three years experience in stock work including receiving, storing, issuing and inventory control of parts, supplies, equipment and tools.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Floor-lift 72 pounds and arm-lift 66 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.

HAZARDS:

Working around and with machinery having moving parts.