

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MAINTENANCE AND OPERATIONS STOREKEEPER

DEFINITION

Under supervision, perform a variety of functions in the receipt, storage, service and issuance of maintenance and operations, supplies and equipment.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receive, store, order and issue parts, tools, supplies and equipment.
2. Determine storage space requirements, optimum stock quantities and proper methods of stock control and storage.
3. Inspect incoming stock against purchase order; report shortages, damages and other discrepancies.
4. Confirm invoices for payment.
5. Maintain records of tools and materials used; operate tool check-out system.
6. Maintain records of fuel usage and hazardous waste in compliance with AQMD requirements.
7. Conduct regular inventories; maintain inventory control records.
8. Contact vendors and obtain price comparisons.
9. Use and maintain hand and power tools; sharpen blades.
10. Schedule service and repair of equipment, tools, and maintenance fleet with approved contractors.
11. Operate a district vehicle to deliver and pick up tools and equipment from repair companies.
12. Maintain storeroom in a secure, clean and safe condition.
13. Perform other related duties as required.

QUALIFICATIONS

Knowledge of:

Tools, materials, parts and equipment used in maintenance and operations trades; schedule service and maintenance of equipment; maintain accurate records; learn to maintain or repair equipment such as laminators and paper cutters; make minor repairs and adjustments to tools and equipment; use and maintain hand and power tools; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

MAINTENANCE AND OPERATIONS STOREKEEPER

Education/Experience:

Two years experience in a maintenance and operations shop setting.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a maintenance shop setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a maintenance or operations shop setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.