

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: **WAREHOUSE/TRANSPORTATION UTILITY WORKER**

DEPARTMENT: **MAINTENANCE, OPERATIONS & TRANSPORTATION**

REPORTS TO: **DIRECTOR OF MAINTENANCE & OPERATIONS &
DIRECTOR OF TRANSPORTATION**

DEFINITION:

Under the supervision of the Director of Maintenance & Operations and Director of Transportation, is responsible for all purchasing functions for the district with the exception of the cafeteria food and supplies, and technology equipment. Is responsible for the warehousing of all items. Performs a wide variety of clerical support duties as well as light maintenance duties on school buses and other district vehicles as required for maintenance support in the transportation department. Performs related work as required.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Evaluates and selects materials to replenish or expand District stock, maintaining a stock level consistent to meeting school requirements and within the limitations of storage facilities.
- Keeps an accurate inventory of all supplies, and equipment, and prepares a purchasing schedule.
- Plans and maintains a record-keeping system and prepares reports.
- Maintains the supply warehouse in a clean and easily accessible order.
- Picks up, sorts and delivers District mail.
- Receives incoming shipments, inspects for accuracy, and distributes all incoming freight and supplies to proper areas.
- Processes invoices for payment.
- Maintains accurate records and accounts.
- Prepares input data for a computerized record management, storage and retrieval system.
- Complies required school related reports.
- Answers telephone, takes messages, refers caller.
- Receives, sorts and distributes incoming and outgoing mail.
- Maintains an inventory database.
- Conduct daily safety and operations inspection of assigned vehicle; recognize malfunctions in equipment and take appropriate action; report needed mechanical repair when necessary.
- Perform routine servicing of bus, including fueling, cleaning the bus interior; repair seats using a bonding kit for minor repairs and replace seat covers as needed; clean the exterior of the bus, including steam cleaning, washing and polishing the school bus.

- Assist in performing routine maintenance duties and other related maintenances tasks using hand and power tools as needed.
- Perform minor repairs to seats and equipment.
- Pick up paper and other refuse and debris on grounds.
- Respond to requests and inquiries from parents, staff, students and the general public.
- Administers first aid as required and contacts appropriate administrators in case of any injury or serious illness.
- Performs other related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Knowledge of modern purchasing and inventory control procedures.
- Knowledge of and the ability to operate the warehouse.
- Maintaining accurate current records of stock transactions and inventory.
- Performing a variety of complex clerical functions.
- Basic principles and procedures of record keeping.

ABILITY TO:

- Ability to interact with all departments and work cooperatively with others, and supervise others within the department.
- Operate equipment used in school bus servicing and maintenance.
- Operate a variety of equipment and tools in a safe and effective manner.
- Work independently in the absence of or under limited supervision within a framework of well-defined policies and procedures.
- Work closely with the accounting department.
- Prepare a variety of monthly and annual reports.
- Process requisitions, purchase orders, and participate in annual schools supply inventory.
- Lift heavy items safely when needed.
- Operate a forklift and District vehicles.
- Communicate with vendors.
- The ability to plan and organize work with minimum supervision.
- Perform light to moderate manual labor; learn to perform minor repairs.

PHYSICAL DEMANDS

The physical demands described here 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.

- Persons performing services in this position classification will exert up to 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, and ramps, and will involve walking, standing or sitting for extended periods.
- Requires mobility to stand, stoop, reach and bend.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

ENVIRONMENT

- Work environment – indoors and outdoors.
- Temperature – normal climate, occasional adverse weather conditions.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Experience in purchasing desirable.
- Two years of experience in warehouse maintenance desirable.
- Two years of experience in the operation of a motor vehicle.

EDUCATION

- Equivalent to completion of high school, supplemented by coursework or training in a warehouse and/or transportation environment.

TRAINING:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE REQUIREMENT

Possession of a valid California Drivers License.