

## **MAINTENANCE PURCHASING STOCK CLERK**

### **DEFINITION:**

Under general supervision, to exercise responsibility for purchase, maintenance, distribution, and control of parts and supplies for the Maintenance Department; to maintain inventories and records of accounts for parts and supplies used and in stock; to purchase a variety of general supplies; and to perform other job-related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Depending on the assignment, duties may include but are not limited to the following.**

Maintains inventory and stock records in regard to ordering, receiving, storing and issuing materials, parts, supplies, and equipment.

Determines the most feasible source of difficult-to-obtain parts and equipment.

Identifies appropriate substitutions for parts which cannot be located.

Confers with vendor representatives regarding type, availability and price of products and services.

Uses computer to maintain lists of vendors, produce reports and perform other clerical, bookkeeping and/or administrative tasks.

Contacts vendors to obtain quotes and schedule repair of equipment.

Reviews requisitions, contacts vendors for current prices, and assigns purchase order numbers.

Receives, issues and reorders all supplies, including warehouse supplies, as required.

Picks up parts from vendors and supply houses and makes deliveries to the work site.

Issues master keys and other District vehicle keys as required by employees and/or contractors.

May assist trades workers with minor repairs.

Operates forklifts and hand trucks to unload lumber and miscellaneous equipment.

Reviews files to determine which items are not being used and recommends disposal of excess stock.

Compiles usage reports, stock control records and recommends stock levels and/or replenishment needs.

Lifts heaters, paint drums and other equipment and supplies.

Maintains and orders supplies for swimming pool equipment, including but not limited to chemical feeders.

Maintains fuels and other supplies for Maintenance Department equipment and vehicles.

### **QUALIFICATIONS:**

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

Working parts in heating and air conditioning units;

Electrical, plumbing and lock parts and fittings;

Intrusion alarm parts and fittings;

Catalogs, parts manuals, and acceptable substitutes for parts;

Methods, practices, and procedures of industrial purchasing and inventory;

General materials and commodities used in all aspects of maintenance;

Lumber grades and sizes and sheet metal and iron stock;

Area vendors and their capabilities.

Ability to:

Negotiate price, specifications, and condition of delivery;

Search for parts for older and unique equipment, making substitutions where necessary;

Operate standard office equipment to perform clerical, bookkeeping and other support functions involved in the ordering, receipt, classification, distribution and storage of maintenance supplies and equipment;

Operate a forklift safely and effectively;

Read and write English at a level sufficient to successfully perform the duties associated with the position;

Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;

Perform heavy physical labor including but not limited to the ability to lift up to 50 lbs.;

Understand and carry out oral and written instructions;

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school.

Experience: Three years of warehousing and purchasing experience in the building and equipment maintenance field.

**LICENSES AND CERTIFICATES:**

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

**OTHER CONDITIONS OF EMPLOYMENT:**

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

Salary Range: 67

N: 03/80, R: 10/83, R: 11/85, R: 11/91, R: 10/98