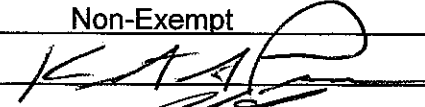

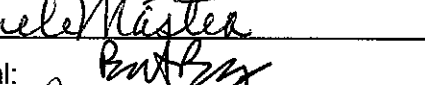
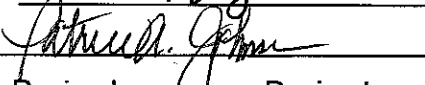


Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Surplus Warehouse Lead (W71)	Job Family: 12
Department: Purchasing	Lane Placement: 7
Supervisor's Title: Director of Purchasing	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u></u>	Date: <u>1/5/2018</u>
Business Administrator Approval: <u></u>	Date: <u>1/9/2018</u>
ADA Review: <u>Junele Master</u>	Date: <u>1.9.18</u>
Human Resource Approval: <u></u>	Date: <u>1/9/18</u>
Superintendent Approval: <u></u>	Date: <u>1/9/18</u>
Original date: <u>01/18</u> Revised: _____ Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Surplus Warehouse Lead** is responsible for assisting with the day to day operations of the Jordan School District surplus warehouse areas. Coordinates the Districtwide surplus of all fixed assets, vehicles, large and small equipment, furniture, tools, and electronics for either public sale or disposal. This position also facilitates the transfer of the aforementioned items for intra-District moves and re-allocation to other schools and departments. Assists with the selection and performance evaluations of surplus warehouse personnel.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist in the coordination of receiving and delivery activities for the surplus warehouse. Oversee the daily work of surplus warehouse delivery workers and fixed asset personnel. Provide feedback as needed. May assist with escalated issues or concerns from schools/departments. Coordinate pick-up and delivery schedules and other surplus warehouse activities.
- Assist in the selection of surplus warehouse personnel. Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Assist in determining work schedules and priorities and make specific work assignments to fixed asset personnel.
- Assist with and participate in record keeping, inventory security, delivery scheduling and inventory controls.
- May be assigned to approve employee payroll submissions and conduct employee training.
- Check paperwork to ensure fixed assets received match fixed asset disposal forms.
- Supervise the fixed asset personnel.
- Complete duties in the fixed asset clerk senior job description as needed to provide back-up.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- Complete clerical duties as assigned.
- Organize and prioritize "Equipment Transfer Forms", work orders, and verbal assignments by coordinating with school custodians, administrative assistants, school administrators and District departments.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- Coordinate with the director as to the disposition of District surplus property transferred to the surplus warehouse to include: salvage bin management, recycling procedures, value assessment, public weekly surplus sales, records salvage sales, reassignment of surplus equipment to schools, and preparation of a monthly surplus sales and cash analysis report.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires six months training in use of computer, office machines, word processing, and record keeping. Skyward experience preferred.
- Requires three year's job related work experience with demonstrated competence.
- Requires strong leadership, interpersonal, planning, organization and scheduling skills. Supervisory experience preferred.
- Requires ability to assess a variety of situations and make appropriate decisions.
- Knowledge of all driving rules and safety procedures required by law.
- Requires strong reading and math skills and legible handwriting.
- Must be conscious of accuracy in all aspects of work.
- Ability to organize loading of trucks and choosing routes that are timely and safe.
- Ability to safely operate a variety of warehouse equipment.
- Must be self-motivated and proactive in completing tasks with minimal direction. Requires knowledge of safety procedures (e.g. Safety Data Sheets, OSHA, etc.)
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Requires ability to operate a District vehicle, hand truck, pallet jack (electric or manual) or other warehouse equipment.

Physical Requirements – Not limited to the following:

- Frequent, continuous sitting, standing and walking.
- Occasional push/pull up to 100 pounds, gripping up to 50 pounds and floor to shoulder lifting up to 45 pounds. Occasional repetitive lifting up to 50 pounds, awkward lift up to 45 pounds, single handle bucket-carry up to 50 pounds and floor to waist lifting while stooping up to 50 pounds.
- Occasional working in awkward positions, sitting, climbing, hearing, peripheral vision, depth perception. May be required to work in extreme heat/cold.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.