



## MAINTENANCE SUPPLY COORDINATOR

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### QUALIFICATIONS

#### A. REQUIRED

- High school diploma or GED
- Ability to create and maintain a comprehensive inventory control system
- Demonstrated knowledge of word-processing, spreadsheets and data entry procedures
- Minimum of two years experience in building maintenance and/or commercial construction
- Must possess a fork lift certification, or have the ability to be certified within 90 days of hire.
- Working knowledge in all areas of building and ground maintenance such as electrical, plumbing, HVAC, painting, carpentry, welding, etc.
- Working knowledge of small tool and appliance repair
- Ability to follow oral and written instructions
- Incumbent will exhibit patience, courtesy and tact in dealing with others
- Must possess and maintain a current Arizona driver's license

#### B. DESIRED

- Previous work experience in an educational setting - school district, college or university
- Associate's Degree or vocational training in one of the following: electrical, plumbing, HVAC, painting, carpentry, welding, etc.

### SUMMARY

Maintains a functional level of supplies in the Facilities Support Services (FSS) warehouse through utilization of Amphitheater Public Schools' inventory control system. Maintains a level of workable integrity to maintenance tools required to perform maintenance duties throughout the District.

Reports to: Building Systems Manager

### ESSENTIAL FUNCTIONS

- Maintains the FSS maintenance warehouse in a clean and orderly fashion
- Provides the needed information to procure supplies and tools
- Establishes, orders and maintains inventory of tools and supplies for all FSS maintenance areas
- Receives and issues all maintenance tools and supplies including those that require loading/unloading by the use of a fork lift.
- Maintains and conducts physical inventories for the purposes of verifying stock and identifying losses
- Inputs and maintains electronic data such as inventory levels, work order material usage, etc.
- Researches discrepancies on orders and/or invoices for the purpose of correcting errors and/or returning damaged/incorrect items to vendors

- Repairs small tools, appliances, etc. for the Custodial Department and other various locations throughout the District
- Promotes and supports district wide educational advancement in 21<sup>st</sup> Century skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate effectively, both orally and in writing
- Ability to perform functions from written, graphic and oral instructions
- Ability to evaluate written materials and perform mathematical calculations
- Ability to bend, stoop, twist, squat and kneel
- Ability to lift or move objects weighing 40 pounds