

MAINTENANCE MATERIEL COORDINATOR

DEFINITION

Coordinates Maintenance and Operations Branch inventory activities by developing and recommending maintenance materiel handling and record keeping policies and procedures, instructing personnel on inventory control methods, and supervising and participating in the preparation of materiel specifications.

TYPICAL DUTIES

Develops and revises maintenance and operations materiel handling and record keeping policies and procedures.
Investigates and resolves maintenance and operations stock problems by working with vendors, Maintenance and Operations, and Procurement Services Group personnel.
Supervises, coordinates, and participates in the preparation of specifications for maintenance and operations stock items and nonstock equipment and tools.
Coordinates and expedites requested equipment and tool orders, emergency material pickup requests, and issuance of purchase orders.
Prepares cost estimates and compiles data on maintenance and operations equipment, tools, and stock and nonstock items.
Prepares graphs and charts based upon accumulated data.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Maintenance Materiel Coordinator develops maintenance and operations materiel handling policies and inventory control procedures to assure uniform application throughout the Maintenance and Operations Areas, and supervises and participates in the preparation of specifications for equipment, tools, and stock and nonstock materials used in the Maintenance and Operations Branch.

A Purchasing Services Coordinator coordinates the purchases and delivery of supplies and equipment and consults with administrators and school-based personnel about the use and purchase of educational materials.

A Specifications Assistant participates in a variety of technical and clerical processes related to the development of specifications for supplies and equipment, the preparation of catalogs and bulletins, and the maintenance of specification files.

SUPERVISION

General supervision is received from an Assistant Director, Central Facilities Services. General supervision is exercised over Receiving Inspectors, Senior Toolkeepers, Maintenance Workers, and Office Assistants. Technical supervision is exercised over materiel handling and inventory control policies and procedures in the Maintenance and Operations Branch.

CLASS QUALIFICATIONS

Knowledge of:

- Effective inventory control techniques
- Purchasing and warehousing procedures, terms, and regulations
- Record-keeping methods
- Building trades activities, materials, and tools
- Graphic methods of presenting data
- Provisions of collective bargaining agreements affecting supervisor/employee relationships

Ability to:

- Express concepts, policies, and procedures in written and oral form
- Compile data and prepare accurate reports, charts, and graphs
- Compute arithmetical problems quickly and accurately
- Work effectively with vendors and District personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in inventory management, statistics, and supervision.

Experience:

Two years of experience in compiling and analyzing data, record keeping, and processing job contracts and orders related to the building or maintenance trades,

or

Two years of experience in materiel handling and inventory control that included supervisory responsibility,

or

Two years of specification writing experience related to the building or maintenance trades.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTE

Exempt from FLSA.