

**Roswell Independent School District  
Job Description**

**Job Title: MAINTENANCE/CENTRAL RECEIVING DEPARTMENT HEAD**

**Reports To: COORDINATOR OF MAINTENANCE & MT/CUSTODIAN SUPERVISOR**

**General Job Description:**

The job of Maintenance/Central Receiving Department Head is done for the purpose(s) of providing support to school campuses, tracking and distributing required inventory levels; ensuring specifications, quantity and quality of order are correct; verifying stock and identifying losses, and maintaining and organized warehouse layout, ensuring that assignments are completed and direction assigned workers as necessary in a safe, proper and timely manner.

**Essential Duties and Responsibilities:**

1. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
2. Conducts physical inventories for the purpose of verifying stock and identifying losses.
3. Creates bid requests (e.g. art, PE, janitorial supplies) for the purpose of having essential supplies needed for students and staff.
4. Directs personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
5. Drives vehicle (e.g. truck, van, forklift, etc.) for the purpose of distributing orders received at the warehouse.
6. Prepares orders by pulling stock for the purpose of meeting delivery requirements.
7. Processes report requests, documents, deliveries and/or materials for the purpose of disseminating information and/or materials to appropriate parties.
8. Receives supplies and equipment (e.g. chairs, computers, paper, pens, pencils, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
9. Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
10. Work cooperatively with colleagues, supervisors, and administrators.
11. Demonstrate ethical behavior.
12. Engage in self-development.
13. Follow district policies and administrative rules and regulations.
14. Maintain behavior appropriate to performing and accomplishing assigned duties.
15. Know what to do to successfully complete assigned work.
16. Project over-all concern for personal appearance as it relates to job performance.
17. Carry out assignments and instructions from supervisor(s) in a competent and efficient manner.
18. Work in a safe manner with personal safety and the safety of others as the number one priority.
19. Communication with supervisor(s) and co-workers.
20. Receive all merchandise, unload, inspect, and accept deliveries.
21. Process paperwork on all incoming and outgoing supplies, equipment, and materials.
22. Maintain warehouse in an orderly manner.
23. Maintains various files and records (e.g. loss, expenditures, history of utilization, schedules, calendars, requisitions, music catalogue, etc.) for the purpose of documenting activities, and providing materials and reliable resource information.
24. Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
25. Responsibilities include: working independently under board organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds.
26. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.
27. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
28. Maintain assigned uniforms, equipment, tools and shop area in operable, safe, and attractive status.
29. Account for supplies, materials, and equipment as required.
30. Complete records and reports as required in a timely manner.
31. Maintain facilities security.
32. Required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment.

**MAINTENANCE/CENTRAL RECEIVING DEPARTMENT HEAD (CONT'D)**

- 33. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods.
- 34. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.
- 35. In working with others, problem solving is required to analyze issues and create action plans.
- 36. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited.
- 37. Basic math; read a variety of manuals, write documents following prescribed format, and/or present information to others; and understand multi-step written and oral instructions.
- 38. Specific knowledge required to satisfactorily perform the functions of the job includes; health standards and hazards; and safely practices and procedures.
- 39. Familiar with inventory procedures.
- 40. Computer knowledge including spreadsheet, database and e-mail.
- 41. Ability to operate calculator and count accurately.
- 42. Job related experience with increasing levels of responsibility is required.
- 43. Perform other tasks/functions as may be deemed appropriate by your supervisor(s).

**Qualifications:**

- 1. High School diploma or GED
- 2. Valid New Mexico Driver's license appropriate for operating vehicles of the size required of this position and Car Insurance.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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Signature

Printed Name

Date