

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Material Handler II

JOB CODE: 6373

DEPARTMENT: Facilities Operations, Maintenance **PAY GRADE:** 18 (B4) **DATE:** 10/16/06

BASIC OBJECTIVES

This is materials management work which entails the ordering, receiving, processing, storage and distribution of materials, equipment and supplies. The work also involves the limited supervision of assigned material handling personnel and such authority is limited to the assigned task.

JOB TASKS/RESPONSIBILITIES

1. Directs, as assigned, the activities of other material handling personnel engaged in the receiving of incoming parts, supplies and commodities, including loading and unloading of all types of materials. Oversees counts and inspections of goods received to insure that specifications, amounts, etc., correspond to purchase orders. Notifies immediate supervisor of discrepancies.
2. Transports goods from receiving to storage area using hand trucks, forklifts and other materials handling equipment. Arranges/stores parts in bins, on floor, on shelves, etc., according to description, type, and stock number of materials.
3. Fills, orders, issues parts from stock as requested by trades operatives, schools and departments and secures and prepares corresponding documentation.
4. Participates in periodic and yearly inventories of parts, equipment and supplies; advises immediate supervisor of shortages, overages and other discrepancies.
5. Insures work areas are clean and stock is in proper order, as required to facilitate operations within the department.
6. Supervises, trains, and directs a small work group as assigned.
7. Monitors, researches and inputs item numbers, purchase orders, requisitions and inventory balances through various reports and on-line terminals.
8. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.
9. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (50 lb loads), finger dexterity, grasping, feeling, repetitive motions, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Completion of eighth grade and demonstrated ability to read, write and understand instructions. High School Diploma or equivalent preferred.
2. Experience in materials handling, inventory management or related work.
3. Possession of a valid Florida Class E driver's license.

Prior revision date(s): 07/01/88, 03/25/93, 07/28/94, 03/02/01, 08/22/06