

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Material Acquisition and Transport Specialist I JOB CODE: 6430/6432
DEPARTMENT: Maintenance Materials PAY GRADE: 20 (B4) DATE: 01/26/2007
Management/Food and Nutrition

BASIC OBJECTIVES

This position requires the ability to drive a medium size truck or bus and other ancillary equipment. Work involves responsibility for the safe and efficient operation of vehicles and acquiring materials from various vendors, stockrooms and other locations for deliveries to various sites. Transports food, supplies and heavy equipment between school sites, warehouses and various other facilities. Work is performed under the direct supervision of a Foreperson and is reviewed for compliance with proper procedures, regulations and safety rules.

JOB TASKS/RESPONSIBILITIES

1. Operates medium size trucks or converted school buses to pick-up materials, equipment and/or hot/cold food menu items from several locations for delivery to various sites in accordance with established procedures.
2. Ensures the proper handling of mobile transport equipment/conveyors containing student, faculty and staff meals.
3. Receives orders over the telephone or radios and effects purchases from specified vendors and delivers to requesting site; operates forklift/ancillary equipment, as needed, to ensure safe loading and unloading of materials.
4. Adheres to established schedules to ensure the timely delivery of breakfast and lunch entrees to all school sites included on assigned route.
5. Maintains audit records of transported materials and ensures their safety. Maintains route log which is submitted for review by Region and Central coordinators and used for effecting schedule changes; provides input and suggestions, which would enable a more efficient routing system.
6. Assists in all warehousing functions as required by the supervisor. Assists food service managers at school sites in stacking dry/refrigerated/frozen food, cleaning and paper supplies, and other duties, as time permits.

7. Transfers capital equipment from the warehouses to individual school sites, reassigned capital equipment from one school site to another, and surveyed capital equipment to the Stores and Distribution Warehouse for auction or disposal; obtains and submits required Property Control documentation for the transfer of capital equipment.
8. Submits required information to Foreperson regarding gasoline usage, vehicle checklist, etc.; performs routine preventative maintenance checks and makes minor repairs to vehicles.
9. May assist the Foreperson and Mechanics at the Food Service Vehicle Maintenance Shop, as assigned.
10. Cleans and maintains vehicle on a daily basis to ensure proper operation and sanitary conditions for food transport.
11. Performs related work, as required or as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (50 lbs minimum without assistance), 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 QUALIFICATIONS REQUIREMENTS

1. Completion of high school or equivalent with demonstrated ability to read, write and understand written and oral instructions.
2. Knowledge of construction and maintenance materials.
3. Documented experience in the operation of a medium-size truck or school bus.
4. Possession of a valid Florida CDL Class B driver's license.

NOTE: This is an Omnibus Transportation Employees Testing Act (OTETA) monitored position. Employees with this job description may be required to drive or road test a motor vehicle weighing over 26,000 pounds, transport 16 or more persons, or carry hazardous materials.

Prior revision date(s): 09/28/93, 03/02/2001, 05/11/2001

Pay grade adjustment to PG 19, effective 05/11/2001

Reclassification to PG 20, effective 01/26/2007, per 2006-2009 AFSCME successor contract