

Pflugerville Independent School District - Job Description

Job Title/Position:	Specialist, Inventory Control Driver	Department/School:	Facilities & Support Services
Pay Information:	Auxiliary Compensation Plan	Supervised By:	Distribution Supervisor
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Assists in receiving, storing, issuing and delivering of equipment, tools, and supplies, maintaining inventory control, and record keeping.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED and a valid Texas driver's license.

Major Responsibilities:

1. Deliver orders and campus mail to campuses and buildings daily.
2. Receive and verify accuracy of shipments by counting, weighing, or measuring items and comparing size weight, description, and code numbers with information on invoice or packing slip and purchase orders; records and discrepancies or damage; Inspect shipments for damage and defects.
3. Sort and store items according to established procedures.
4. Maintain receipt log and associated documents. Maintain stock levels to insure adequate supplies on hand to pull orders.
5. Read and fill requisitions for stock items; verify accuracy of orders pulled.
6. Restock inventory items.
7. Maintain organization and cleanliness of warehouse and receiving dock.
8. Load out orders for delivery.
9. Maintain all route documentation.
10. Utilize forklift, pallet jacks and other equipment.
11. Inspect truck and equipment and prepare proper documentation. Perform forklift inspection as scheduled.
12. Effectively and accurately read, write and follow verbal and written instructions.
13. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
14. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of established safety procedures and techniques
- Knowledge of warehousing and inventory control procedures
- Knowledge of defensive driving techniques and satisfactory driving record
- Knowledge of applicable federal, state, and local laws, guidelines and procedures
- Skill in working in a collaborative team based environments
- Skill in a variety of equipment, including but not limited to, forklifts, pallet jacks, personal computers, and hand tools
- Skill in communicating effectively with others

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Repetitive hand motions; exposure daily to possible adverse weather elements for extended periods of time; frequent district-wide travel; must be able to repeatedly push, pull, lift, and/or carry at least 50 lbs or greater.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____