Maintenance – Warehouse Manager

Reports to: Director for Maintenance
Supervises: Assists in the supervision of school custodians
Term of Employment: 12 months
Salary: Pay Grade 63
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Graduation from High School or equivalency
- Two to three years’ experience in custodial supervision; janitorial services and equipment; or related field
- Substantial experience with warehouse operations and inventory controls
- General knowledge of computer applications
- Valid North Carolina Driver’s License

Essential Job Functions:
- Inspects all school buildings and campus grounds, on a continual basis, for cleanliness and appearance, identifying deficiencies and providing recommendations and hands-on training to school custodians and school administrators for corrections
- Completes formal monthly facility inspection form on each campus with head custodian or school administrator
- Assists with supervision of all school, Central Office and Community Learning Center custodians
- Inspects for any graffiti at schools (interior and exterior) and coordinates removal or cleanup with custodial staff and/or paint crew
- Keeps up-to-date on cleaning supply products and arranges staff development, as needed
- Maintains applicable Safety Data Sheets in book form for all chemicals in use within the maintenance and custodial areas
- Serves as the liaison between the contracted custodial supply contractor and the custodians and school administrators
- Manages district budget for custodial supplies
- Works with head custodians and school administrators on area assignments and job duties for school custodians
- Trains and advises all custodians on proper cleaning practices and equipment use
- Maintains close contact with school administrators and custodial staff to ensure that system standards are maintained, ascertaining training needs and discuss any problems or concerns
• Demonstrates, trains and advises custodial staff on floor cleaning and waxing procedures
• Assists school administrators and lead custodians in planning, organizing and implementing summer cleaning efforts
• Performs periodic inspections to assist in ensuring that OSHA standards and environmental concerns are adhered to and maintained by custodial staff
• Checks custodial equipment to make sure it is in proper working condition and maintained properly
• Assists with and trains custodial staff to ensure general repairs such as changing belts, bags, filters, hoses, etc., are performed as necessary
• Inspects and arranges for repairs on all vacuum cleaners, scrubbers, buffers, stripping machines and dispensing machines at campuses on a regular basis
• Assists Central Office custodian with floors, as needed
• Serves as the contact person with the waste management contractors (garbage dumpsters and recycling)
• Supervises the sale of surplus materials
• Supervises and coordinates the receipt, stocking and distribution of items at the central warehouse
• Solicits for bids, orders and maintains maintenance, grounds, gym floors and custodial supply inventories
• Utilizes forklift to load and unload supplies, as needed
• Conducts inventory reviews and prepares written reports, as required
• Maintains warehouse areas clean and free of safety hazards
• Maintains gas log and invoices schools accordingly
• Communicates with staff to establish and maintain effective working relationships
• Responds to after hour emergencies, as requested
• Performs other duties and responsibilities as assigned by supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered medium physical work requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm’s length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment