

**ST. MARY PARISH PUBLIC SCHOOLS**  
**MAINTENANCE TECHNICIAN GRADE 6 - WAREHOUSE FOREMAN JOB DESCRIPTION**

**POSITION:** Maintenance Technician Grade 6 - Warehouse Foreman

**REPORTS TO:** Assistant Superintendent of Operations

**SUPERVISES:** Assistant Warehouse Foreman and COC Custodial Staff

**TERMS OF EMPLOYMENT:** 12 months following the probationary period as set forth in policy GBG.

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 119/2530

**QUALIFICATIONS:** Must possess a high school diploma or equivalent; must possess a valid Louisiana driver's license; must demonstrate aptitude or competence to perform assigned responsibilities; must be organized, personable, cooperative, and responsive to the needs of the school district; must be able to lift and carry 75 pounds infrequently and 35 pounds frequently; must be capable of working in hot and cold climates; must pass physical examination, criminal background check, and drug screen.

**CLASSIFICATION UNDER THE FAIR LABOR STANDARDS ACT (FLSA):** Non-Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Plan and implement maintenance of the warehouse equipment and the buildings.
2. Plan and direct the receiving, accounting, and distribution of warehouse supplies and other equipment and materials.
3. Plan and direct the inventory and stock of all equipment and supplies.
4. Operate a forklift.
5. Direct the provision of equipment and supplies to new and existing facilities of the parish.
6. Unpack items received and inspect for damage and defects.
7. Verify accuracy of shipment by counting, weighing, or measuring items and comparing size, weight, description, and code numbers with information on invoice or packing slip and purchase order; record any discrepancies or damage.
8. Enter shipments (partial or complete) into accounting system upon delivery.
9. Store items according to established procedures.
10. Take items from stock to fill requisitions.
11. Deliver supplies as needed to schools and other facilities.
12. Take physical count periodically of stock on hand and verify count with inventory control totals.
13. Requisition additional supplies as needed.
14. Maintain warehouse in orderly manner.
15. Perform minor maintenance on equipment and buildings.
16. Respond to emergency call outs.
17. Evaluate the performance of assigned personnel and provide training experiences as required.
18. Evaluate and resolve complaints received on equipment and supplies and take appropriate action.
19. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.

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6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
9. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**QUALIFICATIONS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 75 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_