

SHIPPING CLERK II



Maintenance and Custodial Services Department

Purpose:

The Shipping Clerk II creates asset efficiency for the District through the performance of various duties related to the maintenance and oversight of warehoused materials and equipment, and through the handling of District mail. The incumbent also maintains the district surplus intranet site for relocation of assets throughout the district.

Reports to:

Maintenance Services Supervisor and Custodial Field Supervisor

Nature & Scope:

The Shipping Clerk II works independently following standardized routines under general supervision. The work is primarily of a routine and recurring manner. The nature of the work requires adherence to policies, procedures and regulations. The incumbent primarily interfaces with school and district administrative staff. The incumbent does not have supervisory responsibilities.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assures the accurate processing of requests for records and surplus goods. Schedules work order requests for portable assets (i.e. tables, art boards, specialized equipment). Records information. Prepares shipping labels and loads materials to be shipped.
3. Maintains an accurate inventory of all supplies and equipment housed in the District warehouse.
4. Assures the accurate receiving of incoming materials. Receives items shipped from suppliers/vendors. Inspects materials for damaged or missing parts, stores items in warehouse, and records in the district's business system.
5. Maintains inventory control using computerized system and assists with inventory control.
6. Follows up on work orders/tickets.
7. Receives, sorts and distributes incoming District mail.
8. Operates postage meter for the processing of outgoing metered mail.
9. Operates forklift and manual and electric operated pallet jacks.
10. Maintains the warehouse in a clean, safe, and orderly condition.
11. Provides assistance to TSC Service Technician in the form of oil change oversight.
12. Orders office supplies, materials, and other equipment as needed.
13. Assists Purchasing Agent with purchases as needed.
14. Physically receives deliveries on a daily basis.
15. Oversees Annual DEQ testing system.
16. Acts as main point of contact for waste and recycling companies.

17. Provides back up for front desk when needed.
18. Oversees maintenance critical supplies including but not limited to first aid kits, inclement weather gear, etc.
19. Provides back up for receiving maintenance invoices.
20. Tracks portable units including but not limited to portable air conditioners, heaters, fans, etc., and coordinates with maintenance staff.
21. Provides data entry on an as needed basis.
22. Monitors security cameras in maintenance yard.
23. Maintains effective working relationships with other members of the department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
24. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

Candidates should meet the following qualifications.

1. Must possess a high school diploma, or G.E.D.
2. Must be able to pass a physical exam.
3. Must be able to pass a criminal background check.
4. Must possess a valid Oregon or Washington driver's license.
5. Must be able to read, understand and follow multi- step written and verbal instructions in English.
6. Must be able to perform basic math calculations.
7. Must possess strong computer skills with knowledge of spreadsheet management and must be able to research products and service techniques online.
8. Must understand basic health standards to comply with District and State regulations and must demonstrate an understanding of safety practices and procedures.
9. Must demonstrate the ability to follow a set routine at a pace that meets District standards and must demonstrate the ability to meet deadlines and schedules.
10. Must demonstrate flexibility to changing working environments.
11. Must be able to work with accuracy with attention to detail.
12. Must be able to maintain the physical stamina to perform heavy lifting, prolonged standing, crawling, climbing, and working in various types of weather.
13. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.
14. Must obtain a forklift license within 3 months of hire.

Working Conditions:

The Shipping Clerk works primarily indoors within a warehouse. The work requires regular physical effort and the frequent lifting of moderate to heavy objects. The incumbent will routinely lift up to 55lbs by themselves and lift more than 55lbs with assistance. The work environment has climate control and may at times include undesirable temperatures. The work

environment is often controlled and often quiet but will also frequently include moderate to loud noise and includes exposure to fumes, cleaning solvents, and vibrations as well as the risk of falling from significant heights. The incumbent will frequently stand, walk, climb stairs and ladders, sit, push, pull, bend, stoop, kneel and reach in the normal course of their workday. At times, the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping and kneeling.

Potential exposures and hazards include but are not limited to: chemicals, dust, toxins, dirt, playground/once equipment, furniture, communicable diseases, and power/hand-operated equipment and machinery.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Salary: Support Level 11

Date Approved: March 1, 2017

Date Revised: June 23, 2025

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.