

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Materials Processor

BAND	GRADE	SUBGRADE
A	1	1
DEPARTMENT: Purchasing/Transportation	ACCOUNTABLE TO: Warehouse Supervisor/ Fleet Maintenance Supervisor	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for shipping, receiving, stocking, issuing, and delivering materials, equipment, parts, and supplies. Incumbents are also responsible for storage, inventory, property control, archiving and disposal of District property. Duties include: coding warehouse items for storage location; pulling orders for schools and District facilities; stocking warehouse; delivering supplies and responding to questions; receiving and checking shipments; updating computer; performing inventory checks; engraving property with general fixed asset numbers; and, maintaining, monitoring, and disposing of archived records. Materials Processor also disposes of property through periodic auctions and state surplus.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Processor is the first level of a two level Warehouse series. The Materials Processor is distinguished from the Warehouse Supervisor which has supervisory responsibility for assigned staff and the warehousing function.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Pulls and packs orders for schools and District facilities to include checking for correct stock number and quantity count.	Daily	A1
2.	Processes new and used vehicles from the licensing of a new vehicle to retirement of an old vehicle.	Daily	A1
3.	Stocks warehouse to include checking for location, rotating stock, performing inventory checks, and coding warehouse items for storage location.	Daily	A1
4.	Receives and checks shipments to include unloading freight, checking for quantity, count, and damaged goods.	Daily	A1

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
			E

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5.	Processes purchase orders and paper work for incoming materials to include inputting the information into the computer, and ensuring that labor costs are entered correctly. Process Transportation repair orders.	Daily	A1
6.	Delivers supplies throughout District to include ensuring supplies are labeled correctly, counted accurately, and delivered to correct location; answers questions.	Daily	A1
7.	Operates various forms of equipment to include trucks, forklifts, scissor lifts, pallet jacks, sweepers, and carts.	Daily	A1
8.	Engraves property with general fixed asset numbers to include determining proper engraving technique.	Weekly	A1
9.	Maintains, monitors, and disposes of archived records and disposes of property through periodic auctions and state surplus.	Occasionally	A1
10.	Inventories all goods for quantity and quality to include matching up with purchasing department records.	Annually	A1
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Loading and warehouse pickup procedures;
- Inventory procedures;
- Safety rules and regulations.

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Skills (position requirements at entry):

Skill in:

- Using computer and related software;
- Entering data onto computer;
- Operating trucks, trailers, forklifts, scissors lifts, pallet jacks, sweepers, and carts;
- Engraving;
- Packaging;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year experience in a warehousing environment performing functions such as those listed above; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Arizona State Driver's License;
- Certificate for forklift operation.
- Arizona Commercial Driver's License with passenger endorsement, with Arizona School Bus Driver's Certificate, preferred.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving poor ventilation, extreme temperatures, workspace restrictions, and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Revised by Human resources

Date: 2/00