

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
MATERIALS PROCESSOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	A/1/1	Nonexempt

CLASS SUMMARY:

The Materials Processor is the first level in a two level series. Incumbents are responsible for shipping, receiving, stocking, issuing, and delivering materials, equipment, parts, and supplies for the District.

Duties include coding warehouse items for storage location; pulling orders for schools and District facilities; stocking warehouse; delivering supplies; receiving and checking shipments; updating computer records; performing inventory checks; engraving property with general fixed asset numbers; and, maintaining, monitoring, and disposing of archived records and property including the use of auctions and state surplus processes.

Based upon assignment, some incumbents act as lead worker, making work assignments and determining completion of work.

The Materials Processor is distinguished from the Warehouse Supervisor in that the former has responsibility for warehouse materials and equipment maintenance and the latter has supervisory responsibility for the warehousing functions.



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<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Pulls and packs supply orders for schools and District facilities including activities such as ensuring correct stock numbers and quantity counts; and delivering supplies throughout the District.	Daily 35%	A/1
Stocks warehouse including activities such as operating trucks, forklifts, pallet jacks, carts, and other equipment necessary to support warehouse functions; rotating stock; performing inventory checks; coding warehouse items for storage locations; receiving shipments; and unloading freight checking for appropriate quantities and damage.	Daily 25%	A/1
Processes new and used vehicles including the licensing of new vehicles and the retirement of old vehicles.	Daily 20%	A/1
Processes purchase orders and other documents for incoming materials including data input, and the handling of transportation repair orders.	Daily 5%	A/1
Maintains records and documentation including engraving property with fixed asset numbers; monitoring and disposing of archived records and property through auctions and sales; performing data input; and conducting inventories.	Weekly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

High School Diploma or GED and one year experience performing warehousing functions is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Driver's License.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Warehousing practices and techniques;
- Safety procedures.



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Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Operating warehouse vehicles and equipment;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

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

Incumbents may be subjected to moving mechanical parts, 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 force constantly to move objects.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08