

DeKalb County School District

Position Specification

Title: Technician I, Logistics

DIVISION: Operations	GRADE/SCHEDULE: 115
DEPARTMENT: Business Services	WORKDAYS: 246
REPORTS TO: Manager, Warehouse	FLSA STATUS: Non-Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HR): January 1, 2023

GENERAL STATEMENT OF JOB

Under direct supervision, pulls and distributes custodial items, food items, and textbook supplies; and ensures that all shipping and receiving documents are completed accurately and in a timely fashion.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none">Ensures timely processing of all incoming and outgoing freight (e.g., pulling custodial supplies and various items)
<ul style="list-style-type: none">Prepares various production reports to update management on production status
<ul style="list-style-type: none">Checks all requisitions for unit name and number, charge code, stock number, description, quantity, unit price, total price, etc.
<ul style="list-style-type: none">Develops bill labor reports and dimensional specifications on inventory shipment using effective communication and coordination
<ul style="list-style-type: none">Performs a variety of administrative functions, as required
<ul style="list-style-type: none">Rotates/works in all sections of the entire warehouse, receiving, surplus, etc. departments
<ul style="list-style-type: none">Performs other duties as assigned

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent required.
- Minimum three (3) years of experience in shipping/receiving or closely related area, including forklift operation, required.
- Valid Commercial Driver's License (CDL) – Class A or Class B with air brake endorsement preferred.
- Successful completion of forklift training preferred. Forklift training must be completed within six (6) months of hire date.

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KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of operation of proper use of forklift and other heavy machinery
- Skills in general clerical duties
- Skills in filing systems and basic data entry
- Ability to use a forklift and other heavy equipment
- Ability to learn repetitive tasks quickly, and demonstrate continuous physical effort including bending, walking, manipulation of and lifting of supplies
- Ability to handle routine tasks; operate general office equipment; and use relevant computer applications
- Ability to drive trucks to pick up and deliver materials as needed

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated light work.

Climbing: Ascending and descending ladders, stairs, scaffolding ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.

Stooping: Bending body downward and forward by bending the spine at the waist. Requires full use of the lower extremities and back muscles.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects with the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

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Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with people who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Environmental Factors: Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.); Atmospheric conditions (fumes, odors, dust, gases, poor ventilation); Travel

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