

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

SHOP CLERK

QUALIFICATIONS:

1. High School Diploma or equivalent G.E.D.
2. At least 2 or more years experience supervising a shop of working as a mechanic.
3. Ability to work well with other tradespersons, excellent organizational skills to maintain smooth running of the shop.
4. Union member in good standing.

REPORTS TO:

Foreman/Mechanic

JOB GOAL

Performs the duties of a shop clerk including supervising maintenance personnel, reporting all emergency work orders to the various trades, keeping inventory and records of all purchased parts, and overseeing the daily operations of the Nixon shop.

SUPERVISES:

Maintenance Personnel

PERFORMANCE RESPONSIBILITIES:

1. Opens and closes Nixon Shop daily and checks in all maintenance personnel each morning.
2. Notifies the various tradespersons of emergency work orders.
3. Keeps an inventory of all parts needed for maintenance crews and usage, and keeps a records of all purchased parts.
4. Makes all window shades for schools
5. Receive , store, distribute and track power equipment for the custodial staff.
6. Receive, store and distribute maintenance items for the power equipment related to the custodial staff.
7. Arrange for the preventative maintenance and repair schedules for TBOE forklifts, light construction equipment, floor equipment, heap vacs, etc.
8. Carry out all inventories-custodial as well as maintenance.
9. Tag all motorized equipment for use by custodial staff
10. Keep records of all equipment assigned to the schools for the purpose of tracking preventive maintenance and warranty issues.
11. Interact with all vendors as needed regarding purchasing and supply issues.
12. Act as as courier of prints and permits to ensure normal progression of the project process.
13. Act as liaison between the Director of Caputol Projects and the Contractors.
14. Greet and assist visitors to the maintenance complex as needed.
15. Work on snow removal assignments.
16. Unpack shipments, verify contents and address any discrepancies that may be found.
17. Licensed forklit and scissiors lift operator.

PERFORMANCE RESPONSIBILITIES (continued):

18. Knowledge of the fundamental duties of stocking, packing and verifying.
19. Control the workflow of purchase order copies received from Purchase Order Department and arrange for processing of same.
20. Operate computer as necessary.
21. Assume extra responsibilities resulting from the moving of the hun for custodial equipment from the Lincoln Avenue warehouse to the Maintenance Complex.
22. Assume contact and ship to responsibilities for all custodial supplies being sotred at the Maintenance Complex.
23. In charge of organization and upkeep of all blueprints related to all Trenton Schools and leased properties.
24. Perform such other duties and assumes other responsibilities as may be required/assigned by Supervisor.

TERM OF

EMPLOYMENT: Twelve (12) months position

BARGAINING UNIT: Business & Technical

SALARY: In accordance with B&T contract.

STATUS: Hourly ___ Salaries X
Exempt X Non-Exempt ___

EVALUATION: Performance of this position will be evaluated in accordance with the Board's policies and procedures on the evaluation of Business & Technical Contract personnel.

BOARD APPROVAL: _____

Board Approved
October 26, 2015