



# COORDINATOR – DISTRIBUTION SERVICES

## SUMMARY/SCOPE/GOAL

To assist in the coordination day-to-day operations of the receiving, processing, storage, delivery, and the inventory maintenance of supplies and surplus materials and the re-distribution, sale, and salvage of all District surplus property at the Distribution Center.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High school diploma or equivalent required.
- Four (4) years of responsible experience in a warehouse/distribution center environment or equivalent experience.

#### PREFERRED/DESIRED:

- Associates Degree in Management, Business, Computer Science, or related field.

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Possess and maintain a Forklift Operators Safety Training certification or secure within 90 days of employment.
- Valid Florida Class "B" CDL or higher or obtain within 60 days of employment.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate the receipt, storage, and shipment of a large variety of supplies, materials, and equipment.
2. Coordinate the computerized perpetual inventories and the detailed records and reports.
3. Recommend and coordinate the maintenance of proper minimum and maximum stock amounts.
4. Coordinate the receiving, delivery, and pick-up of testing materials.
5. Coordinate all special event drop-off and pick-up.
6. Coordinate the pick-up, storage and repurpose, sale or disposal of surplus materials.
7. Be responsible for the efficient operation of the warehouse complex.
8. Ensure that both warehouses are kept neat, orderly, and safe at all times.
9. Coordinate the job assignments of Distribution Services employees.
10. Assist with Distribution Center Request Schedule.

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### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

Basic math skills to make mathematical calculations with speed and accuracy. Knowledge of warehousing, shipping, and receiving business practices. Skills and abilities to maintain a positive working relationship with a wide variety of people including district staff, principals, and the public.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, presentations, or custom applications.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

#### (V) VERY HEAVY WORK

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Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

### TRAVEL:

Travel between sites rarely. Travel out of county rarely.

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**FOR HR USE ONLY:**

<b>DIVISION:</b>	<u>District Operations</u>	<b>DEPARTMENT:</b>	<u>Procurement and Distribution Services</u>
<b>TITLE CODE:</b>	<u>L2730</u>	<b>CONTENT BY:</b>	<u>Kristine Rodriguez – Director - Operations</u>
<b>GRADE:</b>	<u>10</u>	<b>COMPENSATION:</b>	<u>Human Resources</u>
<b>UNIT:</b>	<u>NB (Non-Exempt)</u>	<b>LABOR RELATIONS:</b>	<u>Karyle Green, EdD</u>
<b>LAST BOARD APVD:</b>	<u>06/30/2020</u>	<b>CLASSIFICATION:</b>	<u>Beth Thedy, EdD</u>
<b>SCHEDULE:</b>	<u>8 Hrs. – 12 Mos.</u>		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	Unknown	Initial Release	Warehouse and Distribution
1.1	Unknown	REVISED: New format	Warehouse and Distribution
2.0	06/30/20	REVISED: New format. Updated Job Title, Summary, Qualifications, Performance Responsibilities, and Pay Grade to reflect the actual duties and responsibilities required for position.	Procurement and Distribution Services
2.1	11/30/2021	Remove special diploma, update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*