

**ASSISTANT WAREHOUSE MANAGER**

**KIND OF WORK:** Under general supervision, directs the operation of various phases within a major functional area of a consolidated warehouse. Advanced level duties include supervising and participating in the ordering, issuing, receiving, shipping, dispatching, and maintaining stock, as well as clerical duties required to keep proper and applicable records. This class lies below that of School Warehouse Manager and above that of School Stock Clerk II. Reports to a School Warehouse Manager who reviews work for achievement of desired results.

**EXAMPLES OF WORK:** Manages or assists in the management of employees in various phases of a functional area of consolidated warehouse operations. Supervises and participates in ordering, receiving, shipping, dispatching and issuing materials and supplies. May make on-site evaluations of major projects as to number of personnel, time, vehicles and equipment to be used. Responsible for assisting in maintenance of stock control and taking physical inventory. Operates CRT to input and retrieve data. Inspects or assists in the inspection of storage areas for proper storage methods, space utilization, cleanliness, safety standards, and security. Responsible for the training of employees in warehouse methods, procedures, and safety practices. Supervises and reviews work of all personnel. May serve as a liaison between the warehouse and schools, Material Requirements Department and vendors. Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles of modern warehousing procedures and practices. Knowledge of applicable records used in ordering, receiving, storing, and issuing diversified goods. Knowledge of purchasing practices, requisitions, and source of supply. Knowledge of varied materials, supplies and tools used by the Duval County Public School System. Knowledge of computerized inventory management and computerized ordering system used in warehouse operations. Ability to prepare reports, memoranda, and other correspondence. Ability to perform mathematical calculations such as addition, subtraction, multiplication and division of whole numbers and fractions; computing percentages, areas, and volumes; and working with decimals. Ability to operate a motor vehicle up to 26,000 GVW and other warehouse material handling equipment.

**OPEN REQUIREMENTS:** Must have had at least four years of progressively responsible storeroom or warehouse experience. A valid Florida Class D driver's license is required prior to appointment and must be maintained during employment in this class.

**PROMOTIONAL REQUIREMENTS:** All permanent employees of the Duval County Public School System who have served for two years in the class of School Stock Clerk II may apply. A valid Florida Class D driver's license is required prior to appointment and must be maintained during employment in this class.

**OCCUPATIONAL CODE:** S061

**APPROVED:** 02/01/79

**REVISED:** 05/24/79  
04/10/80  
11/02/83  
12/07/94

## MATERIAL CONTROL COORDINATOR

**KIND OF WORK:** Under general supervision, performs responsible work in coordinating procurement of supplies, equipment and materials needed by the Plant Services Department. Manages office involving computerized purchasing functions related to Maintenance Management Information System. Administers departmental policies with respect to purchasing arrangements for the Maintenance and Custodial Sections. Responsibilities include ensuring that field purchase orders are not issued for materials that can be secured through the storeroom and that purchases are made from contract vendors when necessary. Coordinates with the School Storeroom Manager, the School Maintenance Supervisor, and the School Property Management Supervisor to insure compliance with budgetary constraints and prompt and adequate ordering of replenishment or stockpiled items. Will be required to advise the School Property Management Supervisor and the School Maintenance Supervisor of any methods or irregularities which hamper the efficient and effective operation of the purchasing, stocking or storing system. Supervises lower level employees. Reports to the School Property Management Supervisor.

**EXAMPLES OF WORK:** Maintains an up-to-date listing of materials available in the maintenance storeroom to insure that available materials are not purchased by field orders. Develops and recommends standard purchasing instructions within the constraints of School Board and City Purchasing policies and procedures for the guidance of supervisors and employees of the department. Maintains a reference file on existing material contracts to insure that field orders are made through contract vendors only. Coordinates inventory control with School Storeroom Manager. Maintains, issues and logs field orders and provides certification for payment of invoices submitted by vendors. Clears priority orders through City Purchasing and maintains files associated with same. Obtains necessary specifications for materials and equipment. Maintains records on various service agreements, coordinates warranty expirations and service contacts, and advises users of the proper vendor for servicing and/or repair of materials and equipment. Insures that specialized equipment is rented when needed and returned in a timely manner. Performs related duties as required.

**KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of purchasing directives and procedures. Ability to establish and maintain effective working relationships with other employees and the general public. Knowledge of laws, rules and regulations governing purchasing, particularly the use of field orders. Knowledge of the various materials, tools and equipment used in the Custodial and Maintenance Sections of the Plant Services Department. Ability to prepare field orders and requisitions. Ability to add, subtract, multiply and divide whole numbers and decimals. Ability to operate a motor vehicle. Supervisory ability. Ability to operate computers. Knowledge of computerized inventory control systems.

**OPEN REQUIREMENTS:** Must have had at least five years of responsible purchasing, storeroom and/or warehousing experience, one year of which must have been in a supervisory or administrative capacity. A valid Florida driver's license is required prior to appointment and must be maintained during employment in this class. Effective April 1, 1992, a valid Class E driver's license is required prior to appointment and must be maintained during employment in this class.

**PROMOTIONAL REQUIREMENTS:** All permanent employees of the Property Management Department who have satisfactorily served for one year in the class of School Assistant Storeroom Manager, two years in the class of School Stock Clerk II, or two years in any combination of the two classes, may apply. A valid Florida driver's license is required prior to appointment and must be maintained during employment in this class. Effective April 1, 1992, a valid Class E driver's license is required prior to appointment and must be maintained during employment in this class.

**OCCUPATIONAL CODE:** S062

**APPROVED:** 11/01/73

**REVISED:** 07/21/76  
01/20/77  
08/12/88  
02/12/92

## SCHOOL SECURITY GUARD

**KIND OF WORK:** Under general supervision, performs responsible work in safeguarding School Board property. Responsible for patrolling an assigned area to safeguard buildings, materials, and equipment against fire, trespassing, theft, and other hazards. Work may involve reporting to specific locations at various intervals and keeping logs. Work is performed independently in accordance with rules, regulations, and special instructions and is reviewed by a superior through inspection of reports and personal observations.

**EXAMPLES OF WORK:** Patrols buildings and grounds, watching for fires, prowlers, or any danger of loss, or damage to property. Keeps time logs, turns lights on and off as required, and insures that doors and gates are properly locked. Fills out forms and reports as necessary. Notifies police or other agencies when assistance is needed. Responsible for the safety of lives, property, materials, and equipment on assigned duty tour. Checks persons entering or leaving area under patrol. Warns trespassers or other intruders as to their violation and takes appropriate action if violation continues. Notifies department officials of anything that should be called to their attention. Performs related duties as required.

**KNOWLEDGES, SKILLS AND ABILITIES:** Ability to readily acquire considerable knowledge of the buildings and grounds patrolled and of the rules, regulations, and procedures pertaining to admissions and exits. Ability to follow prescribed routine in making rounds and inspections. Physical stamina to withstand long hours of walking and/or standing both in and out of doors. Clerical ability to make simple reports and keep applicable logs.

**OPEN REQUIREMENTS:** Must be at least eighteen (18) years of age. Shall have the ability to read, write, and speak English. Must provide own transportation to outlying areas where assigned.

**OCCUPATIONAL CODE:** E023

**APPROVED:** October 28, 1976

**REVISED:** December 17, 1981

**NOTE:** This is a noncompetitive classification, and no Civil Service examination will be given.

**SECURITY OFFICER**

**KIND OF WORK:** Under general supervision, performs responsible work in providing security for persons in school buildings and administrative offices, and in providing protection for school property and personal property of assigned personnel. Employees are charged with enforcing all local ordinances and state statutes as they pertain to their jurisdiction. Duty hours are twenty-four hours per day, seven days per week. Work is considered hazardous due to the nature of the duties. This is an entry-level classification that lies directly below that of School Investigator. Reports to the School Police Chief or other higher-level supervisor who reviews work for conformance to established procedures.

**EXAMPLES OF WORK:** Responds to emergency situations in school buildings or administrative offices. Inspects alarm sites to determine appropriate course of action to be taken. Upon completion of site inspection, reports findings to staff member assigned to the location, notifies the Maintenance Section of necessary repairs, and secures the facility. Prepares detailed reports of findings for use by School Investigators. Detains and/or arrests perpetrators of offenses against school personnel or property when necessary. Patrols school buildings and grounds. Notifies appropriate authorities of potentially hazardous or dangerous conditions. May be assigned to assist School Investigators in controlling mass student unrest or riotous conditions and other incidents of emergency nature. May be required to fingerprint and photograph school board job applicants at time of employment. Performs related duties as required.

**KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of and experience in law enforcement work. Knowledge of security principles and practices. Must have the physical stamina to withstand long hours of standing and/or walking. Knowledge of School Board facilities and grounds. Good judgement with ability to firmly, courteously, and tactfully handle situations and enforce laws with respect for the rights of others. Ability to analyze situations quickly and objectively. Good powers of observation and memory. Ability to communicate effectively, orally and in writing. Geographical knowledge of Duval County. Knowledge of intrusion alarm systems. Ability to establish and maintain effective working relationships with others and to promote good public relations. Ability to keep records and prepare reports.

**OPEN REQUIREMENTS:** Must provide documentation of meeting the certification requirements for Law Enforcement Officers in the State of Florida. A valid Florida driver's license is required prior to appointment and must be maintained during employment in this class.

**OCCUPATIONAL CODE:** E022

**APPROVED:** 11/09/78

**REVISED:** 03/29/79, 06/04/81, 12/27/88, 10/29/91, 03/02/95, 10/27/98, 08/05/99, 06/12/02

**SENIOR SECURITY OFFICER**

**KIND OF WORK:** Under general supervision, supervises and/or performs responsible work in providing security for the Administration Building and/or for persons in school buildings and administrative offices, and in providing protection for school property and personal property of assigned personnel. Supervises and coordinates the work of subordinates by planning, scheduling, assigning, monitoring, reviewing, and evaluating their work and performance. Responsible for the Fingerprinting Program of the District to include collection and disbursement of fees and associated record keeping. Oversees the Security Badge/Access Entry Card Programs. Employee is charged with ensuring that all local ordinances and state statutes are enforced as they pertain to their jurisdiction. Work is considered hazardous due to the nature of the duties. Reports to the Chief of School Police who reviews work through written reports and personal conferences for achievement of desired results.

**EXAMPLES OF WORK:** Provides for the opening and closing of the District Administration Building and the security of the building and premises. Greets, screens and routes visitors. Performs safety and security checks of the building to include floor-by-floor inspections. Monitors building interior and exterior areas including parking areas by use of security cameras and personal patrol. Responds to emergency situations in the building or administrative offices. Inspects alarm sites to determine appropriate course of action to be taken. Upon completion of site inspection, reports findings to staff member assigned to the location, notifies the Maintenance Section of necessary repairs, and secures the facility. Prepares detailed reports of findings for use by School Police Officers and/or Investigators. Detains perpetrators of offenses against district personnel or property when necessary. Notifies appropriate authorities of potentially hazardous or dangerous conditions, and notifies fire and police department as appropriate. Plans, schedules, assigns, trains, monitors, reviews, and evaluate the work of assigned subordinates. Provides guidance and training to assigned employees. Responsible for maintaining authority and discipline. May be assigned to assist School Police Officers and/or Investigators in controlling mass student unrest or riotous conditions and other incidents of emergency nature. Oversees the scheduling and fingerprinting of employees and others. Collects fingerprint fees, fingerprints individuals, maintains and accounts for fees collected and disbursed. Operates and calibrates fingerprint and identification badge and security access entry card equipment. Maintains and orders supplies and equipment. Prepares and processes time sheets and associated records. Performs related duties as required.

**KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of and experience in law enforcement work. Knowledge of security principles and practices. Knowledge of School Board facilities and grounds. Geographical knowledge of Duval County. Knowledge of intrusion alarm systems. Working knowledge of automated fingerprint processing systems and data ID card /security access entry card systems. Must have the physical stamina to withstand long hours of standing and/or walking. Good judgment with ability to firmly, courteously, and tactfully handle situations and enforce laws with respect for the rights of others. Ability to analyze situations quickly and objectively. Good powers of observation and memory. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with others and to promote good public relations. Ability to manage/oversee the districts fingerprint, identification, and security access entry card programs. Ability to keep records and prepare reports. Ability to direct, supervise subordinates. Ability to read, understand and apply job-related laws, rules and regulations including the Civil Service and Personnel Rules and Regulations and School Board Policies and Procedures. Ability to read, understand and apply provisions of applicable collective bargaining agreements. Ability to operate and calibrate fingerprinting and Identification Badge and security access card equipment.

**PROMOTIONAL REQUIREMENTS:** All permanent employees who have satisfactory served in the class of Security Officer for a period of five years may be automatically promoted upon the recommendation of the Chief of School Police.

**OCCUPATIONAL CODE:** E019

**APPROVED:** 12/16/05

**STOCK CLERK I**

**KIND OF WORK:** Under immediate supervision, performs routine manual and clerical duties relating to the operation of a storage area, which entails loading and unloading, transporting, storing, issuing and the care of various supplies, materials, furniture, and inter school mail. This class lies above that of Helper and below that of Stock Clerk II. Work is considered hazardous due to usage of industrial material handling equipment in receiving and storing a variety of materials, equipment and supplies. May exercise supervision over lower level employees. Work is reviewed for achievement of desired results.

**EXAMPLES OF WORK:** Assists in filling and receiving orders for supplies and materials, as required, in verifying quantity and quality of goods received, in issuing a variety of warehouse inventory and emergency items, in loading and unloading materials and supplies; in storing and maintaining proper order of supplies and materials, and in cleaning the storage area. Disassembles and/or assembles furniture for the purpose of moving and relocation. May be required to operate a fork-lift, stock picker, pallet jack, and other related material handling equipment in loading and unloading supplies. Primary duties include driving delivery vehicles up to 26,000 GVW to schools and administrative centers throughout Duval County to deliver supplies, materials, furniture, mail, books, film, and related items. Assists in the maintenance of simple records and taking physical inventory when directed. May input and retrieve inventory data on a personal computer. Performs related duties as required.

**KNOWLEDGES, SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with others. Requires alertness and manual dexterity. Ability to understand and follow oral and written instructions. Ability to perform basic mathematical computations. Knowledge of storeroom methods and procedures. Ability to climb ladders, stoop, bend and reach to lift boxes and materials weighing approximately 60 lbs. up to approximately four feet in height, and to load and unload same onto pallets. Ability to disassemble and assemble furniture. Ability to input and retrieve inventory data on a personal computer.

**OPEN REQUIREMENTS:** Ability to read and write English. Must have had at least six months of warehouse experience or six months of clerical experience involving receiving and invoicing goods or supplies. A valid Florida driver's license is required prior to appointment and must be maintained during employment in this class.

**PROMOTIONAL REQUIREMENTS:** All permanent employees who have served for one year in the class of School Helper may apply. A valid Florida driver's license is required prior to appointment and must be maintained during employment in this class.

**Please note that the performance of the essential functions of this class require the wearing of a steel-toed safety shoe with slip and puncture resistant soles. This requirement is per OSHA Regulation Subpart I, Personal Protective Equipment, of part 1910.136 Foot Protection; Safety Shoes and Boots that meet the ANSI Z41-1001 Standard and provide both impact and compression protection.**

**OCCUPATIONAL CODE:** S081

**APPROVED:** 01/18/79

**REVISED:** 03/13/80, 01/11/93, 12/07/94, 07/11/02, 3/10/04, 9/21/07

**STOCK CLERK II**

**KIND OF WORK:** Under general supervision, performs work involving supervising and/or participating in the ordering, receiving, recording, storing and issuing of a variety of materials, equipment and supplies. This class lies above that of Stock Clerk I and below that of Assistant Warehouse Manager. Work includes the accountability for store items and maintenance of records. Supervises lower level employees. Work is reviewed for achievement of desired results.

**EXAMPLES OF WORK:** Supervises and/or participates in ordering, receiving, recording, unpacking, storing and issuing a variety of store items. Checks incoming materials for quantity and quality against invoices or purchase orders, reporting discrepancies to the warehouse manager, and issues supplies on approved requisitions. Prepares and maintains a perpetual inventory system for all storeroom supplies and materials utilizing computerized and manual records. Supervises and/or participates in the care and maintenance of the storeroom and the supplies and equipment. Assembles, packs and arranges for transport of stored goods and materials. Disassembles and/or assembles furniture for the purpose of moving and relocation. Answers telephone and assists departments in identifying and ordering correct materials; explains proper procedures to departments; assists in tracing and checking requisitions; performs incidental typing; and compiles reports regarding inventory and damage to stock. May be required to drive a truck up to 26,000 GVW as well as operate fork-lift, stock picker, and other material handling equipment in issuing, storing, moving and loading supplies and materials. Performs related duties as required.

**KNOWLEDGES, SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with others. Requires alertness and manual dexterity. Ability to understand and carry out oral and written instructions. Ability to maintain manual and computerized records. Ability to lift 60 pounds. Ability to operate computer. Ability to disassemble and assemble furniture. Knowledge of computers regarding maintenance of records and inventories. Knowledge of storeroom methods and procedures.

**OPEN REQUIREMENTS:** Ability to read and write English. Must have had at least one year of warehouse experience or one year of clerical experience involving receiving and invoicing goods or supplies. A valid Florida driver's license is required prior to appointment and must be maintained during employment in this class.

**PROMOTIONAL REQUIREMENTS:** All permanent employees who have served for one year in the class of School Stock Clerk I may apply. A valid Florida driver's license is required prior to appointment and must be maintained during employment in this class.

**Please note that the performance of the essential functions of this class require the wearing of a steel-toed safety shoe with slip and puncture resistant soles. This requirement is per OSHA Regulation Subpart I, Personal Protective Equipment, of part 1910.136 Foot Protection; Safety Shoes and Boots that meet the ANSI Z41-1001 Standard and provide both impact and compression protection.**

**OCCUPATIONAL CODE:** S082

**APPROVED:** 01/18/79

**REVISED:** 03/13/80; 07/31/80; 06/23/92; 12/07/94; 07/11/02; 3/10/04, 9/21/07

**STOREROOM HELPER**

**KIND OF WORK:** Under immediate supervision, performs unskilled and/or skilled manual labor which may require the operation of simple machines and equipment. Employees are responsible for the satisfactory performance of light and heavy manual laboring tasks in a wide variety of School Board areas such as: warehouse, maintenance storeroom and various craft shops. Many tasks assigned may be routine and repetitive in nature and, once learned, can be carried out without difficulty and under only general supervision. Work is usually laid out for each job and is checked during progress upon completion.

**EXAMPLES OF WORK:** Performs a wide variety of laboring tasks not requiring special knowledge and/or skills such as assisting craftsmen by lifting, loading, unloading and moving various parts, materials and related items. May be assigned to perform such work as mixing concrete, preparing walls for repair and construction work; clearing ditches; digging ditches with shovels; removing refuse, paper and other items from grounds; loading and unloading trucks and boxcars. Maintains clean and safe work area. Performs related duties as required.

**ENTRANCE REQUIREMENTS:** Ability to read and write English.

**Please note that the performance of the essential functions of this class require the wearing of a steel-toed safety shoe with slip and puncture resistant soles. This requirement is per OSHA Regulation Subpart I, Personal Protective Equipment, of part 1910.136 Foot Protection; Safety Shoes and Boots that meet the ANSI Z41-1001 Standard and provide both impact and compression protection.**

**OCCUPATIONAL CODE:** S089.

**APPROVED:** May 13, 1976

**REVISED:** March 29, 1976, July 11, 2002

## WAREHOUSE MANAGER

**KIND OF WORK:** Under general direction, performs responsible work in managing a major functional area of the consolidated warehouse. Advanced level of managerial duties include, but not limited to planning, directing and coordinating the ordering, receiving, storing, issuing, dispatching, and maintaining of warehouse goods, as well as the clerical functions required to keep proper and applicable records. Exercises overall responsibility for the area to which assigned and the supervision of Assistant Managers and warehouse personnel in the performance of their duties. Reports to an administrative superior who reviews work for effectiveness in meeting requirements or expected results.

**EXAMPLES OF WORK:** Manages a major functional area of the consolidated warehouse and the personnel assigned. Operates a CRT to input and retrieve data. Oversees annual inventory of warehouse. Works closely with upper management, other Managers, and Assistant Managers to insure that emergency and routine orders are processed through the system. Coordinates with other Managers and Assistant Managers in the use of support personnel. Develop efficient routing and distribution methods. Conducts training, performance evaluations, and related supervisory activities. Performs related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** Must be thoroughly familiar with the principles of modern warehousing procedures and practices. Must have knowledge of direct-flow assembly-line principle, use of pallets and materials handling equipment, and use of effective warehouse and storage layout plans. Must be familiar with applicable records used in the receipt, storage and issuance of diversified goods. Knowledge of purchasing practices, requisitions, and sources of supply. Knowledge of varied equipment, materials, and tools used by the Duval County Public Schools. Knowledge of computerized inventory management and computerized ordering system used in warehouse operations. The ability to read, understand, and apply state laws, regulations, and policies. Ability to prepare reports, memoranda, and other correspondence. Ability to perform mathematical calculations such as addition, subtraction, multiplication and division of whole numbers and fractions; computing percentages, areas, and volumes; and working with decimals. Requires initiative, supervisory skills, and managerial capability. Ability to operate a vehicle up to 26,000 GVW and other warehouse material handling equipment.

**OPEN REQUIREMENTS:** Must have had at least five years of progressively responsible storeroom or warehouse experience, of which two years must have been in a supervisory or administrative capacity. A valid Florida Class D driver's license is required prior to appointment and must be maintained during employment in this class.

**PROMOTIONAL REQUIREMENTS:** All permanent employees of the Duval County Public School System who have served for one year in the class of Assistant Warehouse Manager, or two years in the combined classes of Assistant Warehouse Manager and/or Stock Clerk II may apply. (School Assistant Warehouse Manager will be certified first.) A valid Florida Class D driver's license is required prior to appointment and must be maintained during employment in this class.

**OCCUPATIONAL CODE:** S060

**APPROVED:** 07/09/70

**REVISED:** 02/01/79  
04/10/80  
09/10/81  
12/07/94  
06/13/95