

Inventory Supervisor/Crew Leader

Job Description

Qualifications:

1. Ability to supervise and maintain operations in receipt, storage, inventory, and issuance of materials and supplies.
2. Ability to organize the work for a crew of maintenance employees to carry out assigned projects.
3. High school diploma or satisfactory completion of the GED test.
4. Valid driver's license.
5. Physically and mentally alert.
6. Ability to get along with people.
7. Ability to read, write, compute, and communicate.
8. Successful completion of the State Competency Test for Inventory Supervisor and Crew Leader upon the test becoming available from the West Virginia Department of Education.

Immediate Supervisor: Supervisor of Maintenance

Duties and Responsibilities:

1. Maintain and upgrade the job related skills as inventory supervisor.
2. Establish a good working relationship with other employees.
3. Perform minor repairs to equipment, grounds, and buildings of the school system.
4. Maintain positive work habits.
5. Perform duties efficiently and productively.
6. Keep records of receipts, store, inventory, and issuance of materials and supplies to and from the county warehouse.
7. Organize the work for a crew of maintenance employees to carry out assigned projects.
8. Perform other job related tasks assigned by the Supervisor of Maintenance.

Jackson County Board of Education
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