Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Furniture Crew		Maintenance	Roads/Grounds Supervisor	
Pay Scale:	**Pay Grade:**	**Employment Term (days):**	**FLSA Exemption Status:**	**Date Revised:**
Classified	3	See Employee Compensation Plan	Non-Exempt	June 2023

Primary Purpose:
Assist in completing / filling and delivering furniture requested through the work order system.
Assist in keeping inventory of items in storage facility, and keeping area neat and clean.

Qualification Guidelines:

Education/Certifications:
High School diploma or GED desirable
Valid Texas Driver's License

Experience:
Not Required

Special Knowledge/Skills/Abilities:
Ability to communicate (verbally)
Ability to read and understand written instructions
Ability to work with people and take direction from supervisor
Ability to operate 1 ½ ton truck
Ability to follow directions

Supervisory Responsibilities:
Act as crew lead when Furniture Crew Lead is absent

Mental/Physical/Environmental Demands:
Tools/Equipment Used: Heavy equipment, tractor and mower, riding and power mower, gas operated weed trimmer, blower edger, sprayer, striping machine, garden and hand tools; aerator. One½ ton lift gate truck, dollies, piano rollers & power lifts
Posture: Continuous walking, standing, stooping, bending, kneeling, reaching, and carrying
Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
Lifting: Heavy Lifting
Environment: Work in tiring and uncomfortable positions, outside and inside. Exposure to extreme temperatures, chemicals (fertilizer) and loud noises. Frequent district-wide travel, works around machinery with moving parts
Mental Demands: Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Major Responsibilities and Duties:

1. Assists in maintaining inventoried items in secure area.
2. Perform preventive maintenance on truck.
3. Ensure inventory disposition slips are correct.
4. Coordinates with personnel on request from outside district facilities.
5. Pick-up textbooks for disposal.
6. Maintain inventory of all items at storage facility.
7. Assists in auction as needed.

Safety

8. Operate tools, equipment and machinery according to prescribed safety procedures.
9. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
10. Ensure vehicles, equipment and tools are in safe operating condition.
11. Inspect and adjust tools and equipment for safety and efficiency.
12. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
13. Delivers equipment/furniture to campuses in a safe manner.
14. Assists in maintaining storage areas in a safe and clean manner.
15. Perform other duties as assigned.

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