

## ASSET AND INVENTORY SPECIALIST

<b>Job Title:</b>	Asset and Inventory Specialist
<b>Initial:</b>	July 14, 2022
<b>Revised:</b>	October 1, 2023
<b>Work Year:</b>	Full Year
<b>Office:</b>	Business
<b>Department:</b>	Purchasing and Contracts
<b>Reports To:</b>	Purchasing and Contract Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 20

### Related Organization Chart



**POSITION SUMMARY:** The Asset and Inventory Specialist is responsible for providing asset management and support to all District 49 campuses. This position will serve as a staff assistant to support the Purchasing and Contracts Manager in purchasing, deployment, maintenance, and disposition of District assets.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Planning, organizing, implementing schedules for movement, delivery, inventory of District assets.
- Maintain daily support operation hours of 7:30am-3:30pm Monday through Friday except for District closure days.
- Assist in unloading and/or loading freight trucks to be received in the District warehouse using forklift, pallet jack, hand truck, and lifting in support of district operations as needed. Use approved methods of semi-trailer inspection, locking device, and dock leveling device following HACCP regulations.
- Move assets between schools and warehouse.
- Manage the asset management database (Frontline).
- Manage the disposition of surplus or obsolete equipment.
- Coordinates with IT Support vendor to wipe all student and staff devices of personal information prior to disposition.
- Tag and upload assets to asset management database.
- Works with Purchasing Manager to manage and track assets throughout the District.
- Supports preparation of solicitations, requests for bids/proposals for needed supplies, and equipment.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Conducts site walks with vendors/contractors during the planning phases of purchases and projects.
  - Coordinate and lead the asset management team to conduct periodic physical inventory of assets throughout the District.
  - Perform pre- and post-trip inspection of vehicles per approved transportation standards and guidelines; maintain log and write up defects as necessary; maintain cleanliness of district vehicles and warehouse to promote a positive work environment.
  - Ensures departmental compliance with all federal and state regulations including but not limited to Department of Transportation training and testing, fire department, local health department, and on the job injury procedures.
  - Participates in the proper use and maintenance of warehouse and delivery equipment to include: forklift, hand trucks, pallet jack, delivery trucks, and trailers.
  - Ensures removal of snow or debris from dock area and other district sites before unloading if needed.
  - Coordinates receiving of deliveries, unloading, storing, tagging assets and uploading asset information into asset management database.
  - Use District Work Order platform (Brightly) to coordinate asset movement.
  - Help train District staff in purchasing and asset management procedures.
  - Participates in special projects and initiatives and performs special assignments as identified by department management.
  - Perform other duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees. Technical responsibilities include assisting with and training employees; planning and scheduling work; assisting with appraising and correcting vendor/contractor performance; addressing complaints and resolving problems.

**Budget Responsibility:** This position does not have any direct budget responsibility.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:** High school diploma or equivalent.

**Experience:** Three to five years of asset management experience or another similar team environment.

### Knowledge Skills & Abilities:

- Strong oral and written communication skills.
- English language skills.
- Outstanding customer service skills
- Interpersonal relations skills.
- Basic math and accounting skills.
- Critical thinking and problem-solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and priorities with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Ability to change or alter task given for that day to insure all district needs are met on a priority basis.

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- Operating knowledge of and experience with hand-truck, forklift, pallet jack, trailers, loading and tie-down procedures, dock safety
  - Ability to operate computers to obtain work orders, upload asset information, obtain maps, and communicate with all departments, schools, and outside vendors.
  - Ability to safely drive delivery trucks or vans and operate warehouse equipment.
  - Knowledge of material handling equipment and asset management.
  - Knowledge of MS Office, Google apps (Sheets, Docs), SolarWinds a plus.

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Forklift license required within 3 months after hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and arms; stoop, kneel, crouch, or crawl; hear. The employee frequently is required to climb or balance. The employee is required to sit or stand for long periods. The employee must regularly lift and/or move up to 50 pounds; frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. The employee must have the ability to lift, hand-truck, or pallet jack freight in excess of 20,000 pounds per person per week.

**Work Environment:** While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold. The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, use interpersonal skills. Occasionally required to compare, analyze, copy, coordinate, and negotiate.