

Coordinator II, Logistics and Inventory Management

Position Details

Job Code: U7401

Reference Code: A037

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate and manage the operations of the inventory and supply chain of the Facilities Services Unit (FSU) of the Clark County School District. This includes the responsibility of managing multiple warehouses and staff, initiating the acquisition process by identifying requirements for materials, tools, consumables, heavy equipment, etc., and its proper distribution through the Computerized Maintenance Management System (CMMS). Develops and manages a motor pool for equipment and white fleet vehicles for Facilities Management. This position is directly responsible to the Coordinator IV, Facilities Asset Management, Facilities Management Department (FSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop, recommend, interpret, and evaluate the department's procedures and standards.
2. Manage, direct, and monitor the work of assigned warehouse staff and daily activities to support the operational efficiency of multiple warehouses.
3. Initiate requisitions for shop heavy equipment, tools, supplies, materials, and

- parts; receives and approves purchase order requests within the CMMS.
4. Coordinate the assignment and management of the equipment pool and fleet for the FSU; manages the equipment and motor pool functions and assigned staff. This includes check in/check out of vehicles, heavy equipment (backhoe), lifts, scaffolding, and specialized tools.
 5. Plan, coordinate, schedule, and supervise the receiving and storing of supplies, parts and equipment from contractors, responsible for warehousing, inventory and distribution of these items.
 6. Communicate and coordinate with various vendors regarding current shipping records, details on expected incoming inventory, verification of prior shipments, establish working relationships, and to resolve problems.
 7. Ensure all warehouses follow basic maintenance standards and compliance with health and safety regulations.
 8. Manage the inspection of fleet, heavy equipment, and tools for cleanliness and coordinate, schedule and ensure proper maintenance and/or repairs; maintain all records for inspections and maintenance.
 9. Work with Environmental Services regarding the safe handling and disposal of hazardous materials in compliance with Environmental Protection Agency (EPA) standards and requirements.
 10. Supervise and evaluate the performance of assigned staff.
 11. Conform to safety standards, as prescribed.
 12. Perform other tasks related to the position, as assigned.
-

Position Expectations

1. Knowledge of organizational, management, and supervisory principles and procedures.
2. Knowledge of commercial supply services and common business practices with respect to sales, prices, discounts, deliveries, stocks, and shipments.
3. Knowledge of data processing and CMMS.
4. Knowledge of major general warehouse receiving, storing, and distributing practices and procedures.
5. Knowledge of inventory and bookkeeping practices and procedures.
6. Knowledge of facilities-related products and storage techniques.
7. Ability to train employees on work order management system, purchasing requests, and inventory module.
8. Ability to learn and operate computer and software applications.
9. Ability to train, supervise, and evaluate employees working at different locations.
10. Ability to communicate clearly orally and in writing.

11. Ability to learn and apply applicable rules, regulations, practices, and procedures as they relate to the District.
 12. Ability to read and interpret materials.
 13. Ability to concentrate on the accuracy of details.
 14. Ability to plan, organize, schedule, and set work assignment priorities at all assigned warehouse locations.
 15. Ability to work rapidly with names, codes, and symbols.
 16. Ability to investigate and resolve problems.
 17. Ability to coordinate activities between departments.
 18. Ability to delegate, assign, and manage tasks assigned to others.
 19. Ability to exercise judgment when to act independently and when to refer situations to an administrator.
 20. Ability to work flexible hours and shifts.
 21. Ability to work in confined areas.
 22. Ability to withstand heights and perform work safely.
 23. Ability to create and manage in a team environment and cooperate with administrators, other employees, vendors, other agencies, and the public.
 24. Ability to conduct research and analyze data.
 25. Ability to meet predetermined deadlines.
 26. Ability to recognize and report hazards and apply safe work methods.
 27. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Software Experience

1. Minimum of two (2) years demonstrated experience working with spreadsheets in Microsoft Excel or similar program.
2. Minimum of two (2) years demonstrated experience working with electronic documents in Microsoft Word or similar program.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

2. Hold or be able to obtain, Forklift qualification card. If qualification card is not in possession at time of application, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.
3. Hold, or be able to obtain, EPA Section 608 certification. If qualification card is not in possession at time of application, it must be obtained within five (5) months of hire into position.

Experience

1. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years of experience working with purchasing and budget activities (i.e., processing requisitions as an end user, inventory and bookkeeping, etc.) and working in a large-scale warehouse/multiple warehouses.
3. Minimum of three (3) years demonstrated experience working with an inventory management software or CMMS inventory module (or similar).

Preferred Qualifications

1. A bachelor's degree from an accredited college or university in a related field (i.e., Accounting, Business Management, or Finance).
2. A valid Class A Nevada Commercial Driver's License (CDL).
3. Experience working with equipment pool and/or fleet rental program.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 03/08/23
- Created: 09/13/21