



**Job Title:** Maintenance Expeditor

**Exemption Status/Test:** Non-Exempt

**Reports to:** Supervisor General Maintenance

**Date Revised:** April 19, 2015

**Dept. /School:** Maintenance

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**Primary Purpose:**

This position is responsible for picking up and delivering materials for all maintenance crafts, delivering materials to warehouse and job sites. Expedites tools and equipment to vendors for repairs and redistribution.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED  
Clear and valid Texas driver's license with good driving record

**Experience:**

Three (3) years of driver experience in shipping and receiving, expediting materials

**Special Knowledge/Skills:**

General knowledge of Trades and Crafts  
Knowledge of driving in the Dallas, Ft. Worth area to visit vendors and businesses  
Good written and oral communication and interpersonal skills  
Computer proficiency in Microsoft Word, Excel and Outlook

**Major Responsibilities and Duties:**

1. Pick-up and delivery of maintenance materials, tools and equipment to work sites and Maintenance Departments.
2. Knowledge of directions in the Dallas, Ft Worth area to visit vendors and businesses.
3. Assists and help distribute employee uniforms.
4. Coordinate daily with Supervisors and Managers on the material needs of their departments.
5. Responsible for turning all invoices and Purchase orders, making sure they are charged to the correct work orders.
6. Assists with organizing and cleaning the Tool Room.
7. Employee will work with maintenance teams when job duties are caught up.
8. Perform all other tasks and duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; standard cleaning tools and equipment; standard yard maintenance equipment; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.