



Job Title: Fixed Asset Technician
Department: Business Department
Reports To: Purchasing Manager
FLSA Status: Non Exempt
Salary Schedule: SC lane 09

SUMMARY

The Fixed Asset Technician is responsible for performing basic procurement functions and fixed asset tracking such as compiling and maintaining inventory records by tracking, storing, and disposing of computers, furniture, and equipment. The Fixed Asset Technician also provides administrative support to the Purchasing Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Directly assists and takes direction from the Purchasing Manager. Provides administrative support functions to include maintaining files and records, screening visitors, providing telephone coverage, and processing incoming mail.

Reviews Purchase Orders for proper documentation and approval.

Enters orders for online purchasing.

Communicates with schools and vendors to coordinate purchasing activities.

Assists in preparing Invitation to Bid forms.

Evaluates and compares vendor responses. Analyzes alternate goods/services submitted as "equals".

Compiles data from sources such as contracts, purchase orders, invoices, requisitions, and accounting reports and writes, types, or enters information into computer to maintain inventory records.

Calculates and maintains depreciable balances for all WCSD facilities and equipment as applicable to GASB Statement #34.

Responsible for required inventory control at all WCSD locations to include warehouse, school locations, maintenance buildings, and main offices. Assists with the completion of state required reporting in accordance with established District, State, and Federal procedures.

Provides training to all employees concerning the policies and procedures relative to maintaining inventory records and disposal of equipment in their locations.

Assists with developing standard purchasing instructions, forms, procedures, and reporting systems for employees.

Develops and maintains various spreadsheets/databases. Prepares related reports to include tracking of procurement cost savings.

Reviews files to determine unused items and recommends disposal of excess equipment.

Maintains vendor bid lists.

Updates and organizes the purchasing catalogs and supply databases.

Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Coordinates all phases of procurement for new buildings in the district with the school principal, building administrator, and the Maintenance Department.

Confers with vendors to obtain product or service information to ensure projects stay on budget and on schedule.

Assists in the preparation of specifications/scope of work for materials to be purchased.

Assists in preparing invitation to bid forms and distributes to supplier firms and public postings.

Expedites delivery of goods to users.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply concepts of basic accounting and inventory control.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is moderate.

Prepared By: Business Administrator		Date: 02/10/2010
Approved By: Executive Director, Human Resources		Date: 02/11/2010
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Purchasing Manager
Date: 11/15/2016		
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources
Date: 04/25/2018		
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Purchasing Manager
Date: 05/08/2018		
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:
Date:		

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	