

# JOB POSTING

Job Title: General Maintenance and Delivery Specialist      Requisition: 2018-13

Company: Duplicator Sales & Service      Location: Louisville

Classifications: Full-Time      Grade: 306

Overtime Code: Non-Exempt      Hours: 6:00am – 3:00pm

## **SUMMARY OF RESPONSIBILITIES:**

Reports to Purchasing/Facilities Manager. Gives direction to Delivery staff as needed. Ensures cleanliness of elevator, garage, and warehouse areas. Promotes the maintenance of safe working conditions within the company. Maintains working knowledge of DOT regulations and ensures DOT regulations are followed. Provides backup to Warehouse Clerk. Assists with safety training for employees. Assists with and is trained for emergency situations. Provides back-up to the Delivery Dispatcher.

## **ESSENTIAL FUNCTIONS:**

1. Gives direction to Delivery staff as needed.
2. Ensures proper maintenance of the trucks.
3. Responsible for all DOT records and training requirements. Ensures drivers meet minimum requirements for paperwork completion, testing and training.
4. Handles light maintenance throughout the building to include: stocking rest rooms, changing light bulb ballasts as necessary, maintaining the coffee machine, dealing with maintenance issues, cleaning, etc. for all office locations.
5. Provides backup to the Warehouse Clerk with daily tasks as needed.
6. Arranges for the carpet cleaning company to come in as necessary. Has floor cleaned two times each year.
7. Assists the Purchasing/Facilities Manager with the following:
  - A. Conducts and ensures training and development of delivery personnel.
  - B. Provides guidance and assigns duties to the delivery personnel.
8. Secures the building as necessary. Monitors card key system and alarm system to ensure they are working properly.
9. Performs maintenance of building as needed. Ensures that facilities are inspected twice daily for cleanliness and repair. Reports and maintains repair paperwork for facility.

10. Facilitates all contractor work (i.e. plumbing, electricians, etc.) Completes requisitions and processes invoice paperwork that applies to jobs performed by vendors.
11. Ensures elevator, garage and warehouse areas are clean and free of clutter. Assists with breaking down cardboard and removing trash.
12. Helps other employees lift heavy equipment as needed. Cleans equipment on demo floor when needed
13. Assists the Human Resources Manager in developing the facility Emergency Preparedness Plan. Maintains the Emergency Preparedness Plan manual. Assist with and is trained for emergency situations.
14. Recommends measure to reduce or eliminate accidents and health hazards in compliance with OSHA regulations.
15. Assists HR with safety training for all employees as needed.
16. Assist Shipping and Parts Department with various task as needed.
17. Collects recycling materials throughout the building and works with recycling companies to schedule the pick-up of all materials.

**PHYSICAL REQUIREMENTS:**

Ability to lift 75 pounds.

Ability to communicate effectively via telephone and in person.

Ability to stand, bend, stoop, push, and pull in order to move copier equipment.

Ability to utilize a VDT and keyboard for data entry and retrieval purposes.

**MINIMUM REQUIREMENTS:**

Excellent attention to detail, good organization skills.

Excellent verbal communication and customer service skills.

Thorough knowledge of copier equipment and accessories.

Ability to work in high level temperatures during summer months.

Ability to handle multiple tasks.

Valid driver's license, good driving record, and certification of car insurance.

Knowledge of local service area and ability to utilize a map.

***This job description is not all inclusive. Other duties and responsibilities may be added as necessary by the Purchasing/Facilities Manager***