

HENRY COUNTY JOB DESCRIPTION

Position: Part-time Shop Clerk

Department: Secondary Roads

Reports to: Office Manager

PURPOSE OF POSITION

Under direction performs labor and basic office work in receiving, recording, storing and issuing materials, parts, and tools; keeps accurate inventory of materials and records cost records for all equipment; Janitorial duties, mow and maintain landscape. Serve as purchasing agent under supervision and direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under supervision and assistance from Office Manager collects and maintains accurate records, files and inputs information into computer for equipment and inventory. Inventory includes filters, parts, blades and miscellaneous items. Tally rock tickets daily. Maintain equipment warranty documents.

Order and stock equipment parts, filters, blades and supplies. Receives and unpacks shipments. Orders tools and safety PPE supplies under direction of the County Engineer.

Janitorial duties include daily emptying of trash, cleaning breakroom and restrooms. Weekly dust and mop of floors in shop office, parts, and sign areas; clean desks and countertops. Clean basement for meetings. Maintain and order janitorial supplies; recycle cardboard and can redemption. Maintain engineer's vehicle by cleaning/fueling.

Individual will be required to mow and maintain landscape on as needed basis. Snow removal, including snow blower and/or shoveling of sidewalks and steps, as needed.

Miscellaneous responsibilities: daily errands, as requested; assemble 911 resident markers and construction flags. Monthly inspection of fire extinguishers and LP tanks. Maintenance of barricade lights. Maintain current SDS documents.

Individual is required to answer two-way radio and telephone for the shop. Upon request covers front office reception desk.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or GED equivalent required, with basic office aptitude as evidenced by past performance using some training in filing, bookkeeping and stocking being beneficial. Computer work and an ability to maintain an effective work relationship with fellow employees and the public will be required. Required to possess a valid driver's license. Capability of loading and unloading materials. The ability to work in occasional hot, cold, wet, dry, dirty and noisy environments as requested. Sitting, climbing, standing, walking, turning, bending and occasional lifting of up to 30 pounds required.

This description is not intended to be all inclusive. The employer retains the discretion to modify this job description and to assign other duties as necessary.

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