# Supply Coordinator (Corrections)

**Grade: 5**

**FLSA: Non-Exempt**

**Date: 01/18**

**Job Summary:** Orders supplies and materials for a 230 bed detention and rehabilitation center to include but not limited to Toxics, Caustics and Flammables, General Sanitation, Personal Hygiene, Inmate Clothing, Bedding and Linens, Laundry Supplies, etc.; Conducts weekly inspections of the facility to include inmate housing areas compiling lists for repairs and stock replenishment; Conducts research for the Section Chief for new materials and equipment; Responsible for Maryland State Standard Compliance in areas listed above by establishing and maintaining consistent records, inventories of supplies and materials, properly storing/warehousing supplies, maintaining equipment; Site administrator for inmate management tracking system and inmate television systems; Performs other duties as assigned.

**Essential Functions:**

1. Prepares order requests for all supplies and materials utilized in the day-to-day operation of a 230 bed detention and rehabilitation center;
2. Receives inventory and non-inventory items and ensures correct quantities. Certifies invoices of receipt;
3. Stock all areas and closely monitor inventory to eliminate waste;
4. Responsible for ensuring all cleaning equipment/gear such as buffers, mop buckets, chemical dispensing systems, etc. are in good repair. Coordinate and schedule equipment repair;
5. Maintains physical inventory location system, monitors inventory, and performs monthly inventory;
6. Maintains proper warehouse/storage areas as well as ensuring cleanliness and notifies supervisor of potentially hazardous areas. The detention center has five (5) main warehouses/storage areas - Basement, Toxic, Caustics, and Flammable Materials Storage (707), Central Storage, Clothing/Linen Storage and Shed;
7. Conduct research for Section Chief; for new equipment/quotes for the detention center, new cleaning materials, new supplies, new vendors, outstanding invoices, locating lost materials/equipment;
8. Systems Administrator for inmate management and tracking program/Inmate television system;
9. Weekly inspection of the facility including inmate housing units. Compile a list of everything requiring repair, inmate needs, and every housing unit that passed inspection;
10. Submits work orders to building services and assists with escort;
11. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of the St. Mary’s County Administrative and Operations, Manual, St. Mary’s County Government policies and procedures and Maryland Commission on Correctional Standards;
2. Ability to communicate effectively with staff and members of the public;
3. Ability to prepare and maintain accurate records;
4. Basic math skills;
5. Ability to operate relevant computer systems, including hardware and software, internet and database retrieval;
6. Ability to pass a comprehensive background investigation.

**Education and Experience:**

1. High School Diploma or equivalent;
2. Two years or more of job related experience;
3. Valid Maryland Driver’s license;
4. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work is performed in the secure confines of the adult detention and rehabilitation center and

requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 50 pounds and/or continual standing or walking of 60%/+ of the time.

The work environment involves high risks with exposure to potentially dangerous situations or

unusual environmental stress and physical threat which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date