

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Lead Warehouse Worker/Driver
Pay Table:	Support
Pay Grade:	9
FLSA Status:	TBD
Job Code:	726
Reports to:	Warehouse Manager/Assistant Manager

JOB SUMMARY

Under the general supervision of a Warehouse Manager or Assistant Manager, the Lead Warehouse Worker/Driver performs general worker/driver warehouse duties, supervises assigned workers, and assists assistant managers, as required, with direction of warehouse operations.

ESSENTIAL JOB FUNCTIONS

- Provides lead supervision to assigned warehouse workers and assists assistant managers with operational responsibilities in case of absence or as otherwise assigned (e.g., makes work assignments, answers employee/user questions, makes operational decisions, assists with interviewing and hiring decisions, appraises performance).
- Directs assigned personnel and assists with warehouse operations.
- Pulls customer orders. Completes pick tickets, routes bills of lading and completes other paperwork.
- Monitors quantity and quality of warehoused materials.
- Loads delivery trucks in delivery route sequence, secures load and performs pre-trip safety inspection.
- Assists assistant managers with inventory control. Resolves inventory discrepancies. Assists with annual inventory.
- Writes requisitions, processes purchase orders and reconciles credit card.
- Supervises and assists with stocking, rotating, removal of damaged products, preparation for shipment, etc.
- Picks up and returns supplies and surplus equipment from district schools and/or departments.
- Assists assistant managers with preparation of work schedules and with resolution of scheduling issues.
- Assists with maintenance of equipment and facilities, informing manager of required repairs.
- Resolves scheduling and other delivery problems. Answers telephone and other

questions.

- Communicates with vendors to place orders.
- Ensures proper housekeeping in warehouse.
- Opens and/or secures work area as assigned.
- Makes deliveries to various district locations, as required.
- Assists with housekeeping in assigned areas (sweeping, emptying garbage, etc.).
- Recharges prime movers and forklifts.
- May assist with the ordering of supplies and parts.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- One (1) year of related experience.
- Commercial Driver's License (Class B). May be obtained after hiring.
- Forklift Certification (Required after hiring.)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations
- Knowledge of warehousing policies and practices.
- Ability to comprehend verbal and written instructions.
- Ability to operate computer and district programming.
- Management, organizational, and interpersonal skills.
- Ability to operate trucks, forklifts, and pallet jacks.
- Ability to use or repair small, medium and heavy equipment and machinery.
- Ability to prepare purchase orders.
- Ability to manage inventory and property.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

The Davis School District has the right to revise this position description at any time.