

**Warehouseman/Driver IV**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Purchasing**

**TITLE:** Warehouseman/Driver IV

**QUALIFICATIONS:**

1. High school degree or equivalent.
2. Knowledge of methods used in maintaining warehouse operations preferred.
3. Valid North Carolina driver's license.

**REPORTS TO:** Director of Purchasing

**JOB GOAL:** To assist with the efficient operation of the central warehouse for the New Hanover County School System.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school system purchasing.
2. Responsible for filling all warehouse orders for schools/departments including custodial orders; process returns for all orders.
3. Serve as a driver; load and unload trucks at the warehouse and school/department sites; pick-up and deliver shipments containing textbooks, computers, equipment, surplus property and supplies for all schools and satellite administrative centers.
4. Responsible for warehouse organization of inventory items; assist employees with questions about items stocked in the warehouse.
5. Ensure shelves are stocked in accordance with current procedures. Assist with inventory counts as required.
6. Maintain accurate files for all warehouse orders.
7. Check in state textbook orders; fill textbook orders for schools.

8. Responsible for counting, receiving, and signing for incoming freight from all carriers.
9. Operate material handling equipment including a forklift.
10. Performs other related duties as requested by Director or Manager.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 61

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to communicate both orally and in writing with persons at all levels.
- Ability to follow broad verbal and written instructions.
- Ability to perform job with speed and accuracy including data entry and inventory counts.
- Ability to lift up to 60 pounds.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.