

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE LEAD PERSON

BASIC FUNCTION:

Under the direction of a Maintenance Supervisor, organize and operate a supply warehouse; pick up and deliver a variety of items to locations inside and outside the district.

REPRESENTATIVE DUTIES:

1. Receive and assemble standard supply orders; deliver orders to schools and offices
2. Receive and check incoming deliveries; verify amount and condition; sign for items received
3. Organize supplies and equipment in a systematic manner to provide easy access and security; maintain adequate inventory
4. Conduct physical inventory and update records; maintain back order record using the automated equipment of the district
5. Receive, check, tag and record numbers of all furniture and equipment received; transfer and dispose of furniture and equipment; coordinate repair of equipment by outside repair shops
6. Deliver and pick up items outside the district and deliver mail to post office.
7. Sort and deliver US mail; pick up, sort and deliver intradistrict mail
8. Give work direction to the Day Custodian and/or Delivery Person on an as needed basis
9. Operate forklift to move materials on pallets, load and unload trucks.
10. In the event that the Warehouse Lead has or obtains a Class A or Class B California Driver's License with passenger endorsement; a Bus Driver Certificate issued by the California Highway Patrol; current First Aid Authorization; and has had a medical exam within the last two years, the employee may drive a school bus as needed.
11. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard school supplies

Procedures, forms and records of inventory control, purchasing, receiving and requisitioning

Equipment repair procedures

Warehouse organization and security
Health and safety regulations
California Motor Vehicle Code and safe driving practices
Local destinations and routes

SKILLS:

Operate a variety of tools and equipment utilized in the performance of duties, i.e. forklift
Test and evaluate electronic, audiovisual and computer equipment
Install, maintain and repair various types of computer-related electronic and audiovisual equipment, lights, clock, alarm and communication systems

ABILITY TO:

Organize and operate a warehouse efficiently and securely
Assemble and deliver orders to locations inside and outside the district
Understand and follow oral and written directions
Work independently with little direction
Establish and maintain effective working relationships with others
Lift, carry, push, pull objects weighing up to 100 lbs.
Meet schedules and timelines
Plan and organize work
Maintain records and prepare reports
Communicate effectively both orally and in writing
Operate a computer terminal and learn computerized inventory and accounting system
Operate forklift

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in warehouse or shipping and receiving work

LICENSES:

Valid California Driver's License

WORKING CONDITIONS:

Indoor and outdoor environment subject to heat and cold temperatures; subject to driving to various sites; lifting, carrying, pushing, pulling or moving up to 100 lbs.; standing; walking; sitting for extended periods of time; ability to talk and hear normal conversation; reaching with hands and arms; stooping, kneeling, crouching, stretching; use of close/distance vision; may be exposed to airborne particles; handle tools.

SALARY RANGE: 73

ADOPTED BY PERSONNEL COMMISSION: October 10, 2007
APPROVED BY BOARD OF EDUCATION: November 13, 2007