



WAREHOUSE LEADPERSON

DEFINITION:

Under direction of the Director of Business Services, performs manual and clerical functions related to ordering, receiving, storing, distributing and delivering equipment, materials and supplies shipped to the District warehouse; does other related work as assigned.

DUTIES:

Orders all warehouse stock inventory and custodial supplies, receives materials, equipment and supplies delivered on purchase orders; inspects shipments for conformity to purchase order specifications; contacts vendors and returns material if needed, maintains records and marks equipment for District inventory control; maintains current price list and catalog; arranges for the distribution of stock to various departments according to requisitions; wraps, packs and otherwise prepares parcels and goods for shipment; keeps shelves and goods in a clean and orderly condition; issues custodial and instructional supplies; takes stock inventory, researches, expedites and follows up on late orders, undelivered materials, order and shipment discrepancies; loads and unloads truck with supplies and equipment; may pick up and deliver mail and miscellaneous supplies and equipment, uses fork lift, pallet jack and computer, prices custodial orders, maintains inventory of all district textbooks, and communicates with Curriculum Department as necessary; supervises warehouse personnel; trains and schedules duties of warehouse personnel and maintains department substitute list. Supervises the maintenance of delivery vehicle and forklift, maintains clean and safe work environment; performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- modern warehousing practices and procedures
- proper methods of storing equipment, materials and supplies
- inventory control procedures
- proper methods of handling, packing, wrapping and shipping packages
- proper safety and security practices
- equipment, materials and supplies used in school districts
- vehicle and fork lift operation and routine maintenance

Ability to

- schedule and direct the warehouse personnel, assignments and vehicles
- do moderate to heavy physical work including lifting and carrying of up to 55 lbs, moving equipment, materials and supplies
- prepare and maintain records
- properly operate light motor vehicles
- maintain a good driving record and qualify for District vehicle insurance coverage
- understand and carry out oral and written directions
- establish and maintain cooperative working relationships with vendors, school sites, and District personnel
- operate computer and office machines

Experience:

- three years of increasing responsibility in warehouse management experience with some experience in the operation of motor vehicles utilized in warehouse and delivery operations

Education:

- equivalent to the completion of the twelfth grade with additional course work in purchasing, inventory control, and business math

License Required:

- possession of a valid California Motor Vehicle Operator's license and forklift operator's license

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee routinely works from an upright standing position.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts, and motorized equipment to load/unload or move materials. The employee occasionally works in outside weather conditions.

The noise level in the work environment is usually loud.

Range: 14.0 8/4/94