

# **JOB DESCRIPTION**

## **Park Hill School District**

### **Lead Driver/Warehouse Worker**

#### **Purpose Statement**

The job of Lead Driver/Warehouse Worker is done for the purpose of providing supervision and support to the warehousing operations with specific responsibilities for organizing staff work assignments, pulling and loading orders for delivery, ensuring quantity and quality of orders are correct, verifying stock and identifying losses, ensuring safe operation of vehicles, and maintaining an organized and safe work environment.

This job reports to the Operations Manager.

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#### **Essential Functions**

- Maintains manual and electronic files and records (e.g., loss, expenditures, history of utilization, schedules, calendars, requisitions, etc.) for the purpose of documenting activities and providing reliable resource information.
- Operates equipment and district vehicle(s) (e.g., forklifts, Van, etc.) for the purpose of moving supplies, equipment, inventory, etc. in a safe and timely manner.
- Orders equipment and supplies, as requested for the purpose of maintaining inventory and ensuring availability of required items.
- Oversees assigned employees and their workloads for the purpose of providing guidance and ensuring compliance with established guidelines.
- Oversees teamwork activities and/or projects for purpose of providing guidance and support to other staff and to ensure completion of deliveries within established guidelines.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in physical inventories for the purpose of verifying stock and identifying losses.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes report requests (e.g., order status, completed deliveries, current inventory, etc.) for the purpose of disseminating information to requesting properties.
- Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Recommends equipment, supplies and materials for the purpose of efficient operations within the department.

- Researches discrepancies on orders and/or invoices (e.g., overages, shortages, duplicate deliveries, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.
- Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.
- Supervises driver/warehouse staff for the purpose of ensuring work is performed at high levels.
- Trains personnel for the purpose of ensuring their ability to perform assigned duties.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with the potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job including adhering to safety practices; operating equipment used in warehouse/delivery activities; preparing and maintaining accurate records; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to speak clearly, perform basic math, including calculations using fractions, percentages, and/or ratios; understand procedures written in English, write routine documents using English; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include safety practices and procedures, warehouse equipment operation, and materials handling procedures.

ABILITY is required to schedule activities; gather and/or collect data; and use job related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals. Some problem solving may be required to identify issues and select plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the function of the job include supervising the activities of others, being attentive to detail; adapting to changing work priorities; and meeting deadlines and schedules.

**Responsibility**

Responsibilities include working under direct supervision using standardized procedures, giving direction by providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job’s functions. There is a continual opportunity to have some impact on the organization’s services.

**Working Environment**

The usual and customary methods of performing the job’s functions require the following physical demands; significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Required Testing

Physical Capacity Assessment

Certificates

Valid Driver’s License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal and Justice Fingerprint/Background Clearance

FSLA Status

Non-Exempt