



PERSONNEL COMMISSION

Class Code: 0300
Salary Range: 29 (S1)

WAREHOUSE SUPERVISOR

JOB SUMMARY

Under general direction, plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a large departmental warehouse; assure warehouse activities meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a large departmental warehouse; assure smooth and efficient warehouse operations and the timely shipping, receiving, storing and issuing of materials, commodities, equipment or food. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Oversee and participate in the receiving, unloading and inspection of shipments for damage and conformity to purchase order specifications and packing slips; contact vendors regarding shortages, damaged goods or other discrepancies; process related paperwork; input and update computerized records. **E**
- Follow up with vendors and shipping companies regarding damaged shipment reports and arrange for adjustments; confer with District personnel regarding purchase order payment authorization. **E**
- Oversee and participate in the filling and processing of requisitions; pull, pack and ship items in accordance with requisition specifications; verify merchandise counts; wrap and label pallets; move merchandise to loading docks and staging or will call areas for shipment or pickup; complete and submit related paperwork. **E**
- Oversee the loading of delivery trucks, driver assignments, dispatching, routing and scheduling of deliveries to optimize the distribution of goods and equipment. **E**
- Operate a variety of warehouse equipment including a forklift, pallet jack, hand truck, scale, baler and shrink wrap machine; operate a variety of office equipment including a computer and assigned software; arrange for equipment repairs. **E**

- Oversee and participate in periodic and annual inventory activities; prepare items in stock for inventory; count and record numbers of stock items; reconcile discrepancies; prepare related reports. *E*
- Plan and organize warehouse space for new and regular stock items; plan for storage of bulk items or special orders. *E*
- Monitor stock levels; establish stock re-order points and maintain appropriate levels of inventory; verify specifications and research items; recommend discontinuation or purchase of new stock items; maintain computerized stock records and files. *E*
- Initiate re-order process to replenish inventory; recommend purchase quantities and suggest source; monitor open orders; expedite orders as necessary. *E*
- Assist in overseeing shipping of food items to school sites; assure food items are properly stored and rotated; monitor refrigerated storage areas for temperature and condition of food items. *E*
- Oversee and participate in the preparation and maintenance of records, reports and files such as equipment inspection reports, Hazard Analysis and Critical Control Point (HACCP) records, Material Safety Data Sheets (MSDS) and daily activity sheets; compile data and prepare reports regarding assigned activities. *E*
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Oversee and assist in maintaining warehouse and work areas in a clean, safe and orderly condition. *E*
- Lock and unlock warehouse doors and gates; maintain security of warehouse areas according to established guidelines; set alarms as appropriate. *E*
- Serve as the Assistant Warehouse Manager or Warehouse Manager in the absence of the Assistant Warehouse Manager or Warehouse Manager as assigned. *E*
- Attend and participate in meetings, conferences and trainings. *E*
- Certify District employees in the operation of forklifts as assigned by the position. *E*
- Assist in overseeing assigned operating budgets.
- Assist in the gathering and disposition of records and surplus materials.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Warehouse Supervisor participates in the planning, organization and overseeing of the daily operations and activities of the District's centralized warehouse or a large, departmental warehouse at the Nutrition Center or Maintenance Branch. Incumbents directly supervise staff involved in the shipping, receiving, storing and issuing of materials, commodities, equipment or food and also participate in daily warehousing activities. Incumbents participate in resolving issues regarding damaged items, incomplete or partial vendor shipments, tracking lost or missing shipments and the authorization of payments to vendors.

EMPLOYMENT STANDARDS**Knowledge of:**

Methods, practices and terminology used in warehouse operations.
Shipping and receiving procedures.
Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
Operation of equipment used in the receipt, storage and shipping of materials, commodities, equipment and food.
Proper storage techniques.
Proper lifting techniques.
General space utilization and inventory control methods and practices.
Operation of a computer and assigned software.
Record-keeping and filing techniques.
Basic report preparation techniques.
Health and safety regulations.
Mathematical computations.
General principles and practices of supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, oversee and participate in the operations and activities of the District's centralized warehouse or a large departmental warehouse.
Receive, store, ship and deliver materials, supplies and equipment to various locations.
Train and evaluate the performance of assigned personnel.
Operate a variety of warehouse equipment including a forklift.
Operate a computer and assigned software.
Drive a District vehicle to conduct work.
Utilize space efficiently and effectively.
Oversee and participate in maintaining and recording inventory.
Interpret, apply and explain rules, regulations, policies and procedures.
Understand and resolve issues, complaints or problems.
Prioritize and schedule work.
Meet schedules and time lines.
Maintain records and files and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Perform mathematical computations.

Education and Training:

Graduation from high school or equivalent.

Experience:

Three years of experience receiving, inspecting, storing and shipping general stores and equipment. Experience in a lead or supervisory capacity is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Valid Forklift Operator Certification at time of appointment.

Incumbents assigned to the District's central warehouse must successfully complete an Occupational Safety and Health Administration (OSHA) Forklift Operator Trainer course within six months of employment.

WORKING ENVIRONMENT

Office and warehouse environment.
Exposure to fumes, dust and odors.
Working around and with machinery having moving parts.
Driving a vehicle to conduct work.
Subject to cold from walk-in refrigerators or freezers.
Working at heights.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Hearing and speaking to exchange information in person or on the telephone.
Lifting, carrying, pushing or pulling moderately heavy objects and carts weighing approximately 50 pounds, and with assistance up to approximately 100 pounds.
Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials.
Standing for extended periods of time.
Walking.
Climbing ladders to reach supplies and equipment.
Heavy physical labor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/08/96
Revised: 3/6/2008