

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Warehouse Supervisor

DEPARTMENT/DIVISION: Business Services/Purchasing

POSITION SUMMARY:

Under the supervision of the Purchasing Agent, to be responsible for and in charge of the operations of the District warehouse, and to do related work as required. To safeguard the District's investment in equipment and material through efficient and effective warehousing practices.

ESSENTIAL FUNCTIONS:

1. Establishes store-keeping standards and procedures in consultation with the Purchasing Agent.
2. Plans and directs the inventory and stock control program for equipment and supplies.
3. Checks shipments received for conformity to purchase order specifications, noting and reporting shortages, damages or other discrepancies.
4. Routes and schedules deliveries and pick-ups of warehouse stock items within the District.
5. Plans layout of warehouse space and movement of stock.
6. Trains and directs the work of other subordinate warehouse personnel.
7. Takes physical inventory, as directed and maintains warehouse equipment and stock in clean, fire-safe and orderly condition.
8. Tag all equipment/assets with TUSD identification as directed
9. Perform storm water testing as directed
10. Prepares warehouse reports as necessary.
11. Monitors distribution orders and supply requisitions for unusual quantities and reports same to business office.
12. Maintains files to resolve discrepancies in deliveries and receipt of items.
13. Reports stock level of supplies to the Purchasing Agent to effect timely reordering and to identify slow-moving stocks.
14. Recommends warehouse modifications and labor requirements to the Purchasing Agent.
15. Maintains storage of dry and packaged foods and supervises delivery of same as necessary.
16. Handles all return of materials, including the maintenance of shipment log.
17. Processes all United Parcel Service shipments and receipts, together with pertinent records.
18. Processes claims for damaged items received.
19. Coordinates site pick-ups and storage of E-waste materials for quarterly disposal.
20. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; knowledge of computer usage for inventory and control; three years of warehouse experience, including one year in a lead or supervisory capacity; operate a power fork lift; possess a valid California driver's license.

SKILLS AND QUALIFICATIONS:

1. Knowledge of basic warehousing procedures.
2. Knowledge of safe work practices.
3. Ability to maintain accurate records and exercise control over stores issues.
4. Ability to plan and schedule workload.
5. Ability to perform general warehousing duties.
6. Ability to train and direct the work of others.
7. Ability to perform moderately heavy manual labor.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.
9. Must pass required physical examination and testing.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Push/pull up to 50 lbs. for extended periods of time
6. Push/pull up to 100 lbs. for short periods of time.
7. Lift and carry up to 75 lbs. at waist height for short periods of time.
8. Speak so that others may understand at normal levels and on the telephone.
9. Hear and understand at normal levels and on the telephone with or without hearing aids.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors under various temperatures and weather conditions. Exposure to noise, dust, and fume levels will vary depending on equipment and projects. Must wear closed toe shoes and meet uniform requirements. As required, must wear protective devices such as hard hat, earplugs, dust mask, gloves, and safety glasses.

SALARY: Classified Range 44

Adopted: HS Board 6/26/84
Elem Board 6/12/84
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