

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: WAREHOUSE MANAGER**

#### **BASIC FUNCTION:**

Under the direction of the Director-Facilities, plan, organize, supervise and participate in warehousing operations and distribution activities including receiving, processing, storing and issuing of supplies, equipment and mail; assure mail and orders are properly sorted and that sites receive timely deliveries; train and provide work direction to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, supervise and participate in warehousing operations and distribution activities; assure supplies, materials, equipment and mail are delivered in a timely manner so that departments can function properly; schedule warehouse and delivery activities; assure supplies are available in order for the Maintenance and Operations departments to function efficiently.

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; pull custodial, school office and District office orders as assigned.

Train and provide work direction to assigned personnel; communicate with staff to coordinate the delivery of items; may assist assigned personnel with various duties to maintain timelines and schedules, including assisting with deliveries or pick-ups and performing basic custodial duties as assigned; may assist with assembling furniture.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and exchange information; communicate with various vendors to obtain price information and place orders within established guidelines and procedures; check and respond to emails accordingly.

Operate a variety of warehouse equipment including forklifts, pallet jacks and hand trucks; drive a vehicle to various sites to conduct work as assigned; perform basic, minor maintenance and repairs on equipment as needed; inspect forklift on a regular basis and log information as assigned.

Prepare, maintain and submit a variety of records, logs and reports related to the operation of the District warehouse; operate a computer and assigned software to input data and generate reports as assigned.

Coordinate and participate in regular physical inventories; maintain inventory of warehouse equipment and supplies; submit requisitions for supplies as needed according to established procedures.

Oversee the maintenance of the warehouse to assure clean, orderly, safe and secure operations

according to established guidelines.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Warehouse operations, procedures, equipment and terminology.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Organizational operations, policies and objectives.

Principles and practices of training and providing work direction to others.

Traffic laws, defensive driving techniques and rules of the road.

Shipping and receiving procedures.

Methods of storing equipment, materials and supplies.

Proper methods of loading and unloading of trucks.

Space utilization and inventory techniques.

Operation of warehouse equipment including forklifts, hand trucks and pallet jacks.

Health and safety regulations.

Basic math.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, rules and regulations related to warehouse operations.

Oral and written communication skills.

Proper lifting techniques.

**ABILITY TO:**

Plan, organize, coordinate, supervise and participate in the operations and activities of a warehouse.

Receive, store, ship and deliver materials, mail, supplies and equipment to various locations.

Train and provide work direction and guidance to assigned personnel.

Operate a forklift, pallet jack, hand truck and other equipment utilized in the warehouse.

Utilize space efficiently and effectively.

Take inventory and maintain accurate control systems.

Operate a computer and assigned software.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Meet schedules and time lines.

Maintain records and prepare reports related to assigned activities.

Observe legal and defensive driving practices.

Observe health and safety regulations.

Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible experience in warehouse experience involving the receipt, storage and issuance of supplies and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid first aid and CPR certificate issued by an authorized agency.  
Valid California Class C driver's license.  
Valid Forklift Certification.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Warehouse environment.  
Regular exposure to fumes, dust and odors.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Sitting, standing or walking for extended periods of time.  
Lifting, carrying, pushing and pulling heavy objects.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling and crouching.  
Heavy physical labor.  
Climbing ladders to retrieve orders and supplies.

**HAZARDS:**

Working around and with machinery having moving parts.  
Working at heights.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017