

Job Title: **Warehouse Services Lead**  
 Job Family: **Finance/Payroll/Purchasing**  
 Pay Program: **Classified**  
 Typical Work Year: **12 Months**

Job Code: **1475**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G13**

**SUMMARY:** Responsible for supporting the overall operation of the central warehouse to include, but not limited to oversight and coordination of workflow and activities of the department personnel necessary in the storage and delivery of products and other resources. Responsible for assisting trades personnel, managing materials, tools and equipment parts for the district. Provide leadership, coaching, training, mentoring, technical guidance, and work assignments to central warehouse team. Respond to after-hours emergencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Ensure effective use of warehouse storage space. Warehouse and distribution operation responsibilities may include, but are not limited to, inventory control, shipping/transportation, material handling, fixed assets, receiving, science kit deliveries and coordinating with purchasing to keep warehouse stocked with essential materials. Receive, examine incoming shipments from outside vendors, inter-department and/or damaged merchandise returns from customers, and verify completeness of orders. Prepare materials for shipment to be picked-up or delivered to district sites. Operate material handling equipment to load and unload inventory products. Assist in continually monitoring and implementing best practices and efficiencies in warehouse operations to best support educational priorities. Drive to designated locations to pick-up supplies from local vendors and make deliveries to customer locations. Including picking up and delivering money to schools/district buildings. Assist trade personnel with tools and equipment parts.	D	30%
2. Plan, organize and direct the activities of warehouse staff, ensuring the accuracy and condition of shipments. Operate district information technology systems to manage route services, inventory and customer transactions. Where appropriate, prioritize assigned fleet and delivery requirements to meet customers' and district objectives.	D	20%
3. Provide technical training and guidance to assist team members in operating and troubleshooting assigned equipment and systems. Monitor safety practices to ensure procedures are followed. Assist with performance evaluation, feedback, and hiring. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports.	D	10%
4. Support nutrition services and facilities maintenance requirements by transporting refrigerated and frozen food items to/from the central warehouse location when school's systems are inoperative.	M	5%
5. Ensures effective management of the districts fixed assets including, but not limited to creating and affixing asset tags, recording assets received and disbursed as well as physical inventory check of assets. Using the district asset tracking system, ensure inventory database is up to date and accurate.	W	10%
6. Manage district surplus, salvage, recycle and/or discard equipment. Maintain an organized bulk warehouse consisting of department stored items, furniture and equipment available for transfer within district and items staged for auction. Post auction items online and maintain accurate records of sold items and generated revenue reports. Coordinate deliveries with non-district entities.	W	10%
7. Perform pre-trip and post-trip inspections on assigned truck in accordance with the Colorado Code of Regulations and ensure compliance with all district guidelines. Ensure team members comply with pre-trip and post-trip procedures.	D	5%
8. Perform facility maintenance including installing rack guards, erecting/installing high back racking, repair transport carts, assemble IT carts and repair or reconfigure laptop carts.	M	5%

9. Assist in implementation of ensuring good working relationships between warehouse staff and all other district departments and the community by providing timely communication to district personnel and the community regarding warehouse policies and procedures. Work collaboratively with operations staff to ensue efficient inter-department relations.	D	3%
10. Perform other job-related duties as assigned.	Ongoing	2%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Minimum of five (5) years of experience in warehouse operations.
- Experience in inventory and/or materials management, material handling equipment (MHE) or truck driving preferred.
- Supervisory experience preferred
- Must be a minimum of 18 years old.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application
- Commercial driver’s license (CDL) required within 90 days after entering position.
- Successful Completion of a Department of Transportation (DOT) Physical required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Critical thinking and problem solving skills.
- Ability to train and lead others.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to obtain proficient knowledge of Department of Transportation (DOT) and Intrastate Commerce Commission (ICC) requirements related to transportation and commercial vehicles.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
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- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to comply with Warehouse Freezer On-Call responsibilities.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals, telephones, copier, fax machine.
- Operating knowledge of and experience with Microsoft Word, Excel, Google applications, and email.
- Operating knowledge of and experience with a delivery truck (e.g. box trucks/delivery vans 16-24 feet with air brakes and lift gates).
- Operating knowledge of forklift and electric and manual pallet jacks required within (2) months after hire.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Warehouse Manager	051116

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>			

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budgetary responsibilities.

- Responsible for assisting with; interviewing, hiring and training employees; assisting with planning, assigning and directing work; and assisting with addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration			X	

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X

<b>VISION DEMANDS:</b>	<b>Required</b>
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	