Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Warehouse & Delivery Services Supervisor**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**A/P Schedule, Grade Z**
Prepared/Revised Date:	**August 27, 2026**	Job Code:	**61318**

SUMMARY: Responsible for the day-to-day operations of the PSD Warehouse, including scheduling, and supervising duties of warehouse personnel, and monitoring the receipt, inspection and distribution of District-wide purchases. Train, supervise, and evaluate a team of up to 5 utility drivers. Drive a 28-foot box truck to pick up and deliver district mail and packages. Determine appropriate inventory control techniques and processes, oversee department budget, and coordinate work order requests. Coordinate the physical transfer of District-fixed assets and equipment and the disposition of district surplus property. Responsible for the proper maintenance of the warehouse delivery vehicles and equipment.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Establish daily schedules to assist and lead daily operations, ensuring that proper route and trip coverage is scheduled each day. Perform duties such as load, secure, and unload truck with furniture and heavy equipment. Pick up and deliver inner-district mail and packages. Monitor district work order system to pull, complete, and close work orders assigned to Delivery Services.
2. Oversee delivery and tracking of all materials from the time they enter the warehouse facility, until they are delivered and signed for at district sites, including all district purchases, tables, stages, chairs and other miscellaneous equipment stored in the warehouse. Oversee department budgets, including general fund, mill levy, and postage budgets.
3. Train, supervise, and evaluate the work of Utility Drivers. Monitor employee attendance in District time and labor system. Motivate staff to maintain a positive working environment and high quality work. Collaborate with the Director of Custodial and Delivery Services to resolve issues, schedule work, and plan projects.
4. Serve as on-site lead of the District's central warehouse, including all material handling equipment, ensuring that District safety guidelines are followed. Train employees on the proper use of all equipment and maintain a clean and safe warehouse.
5. Attend work and arrive in a timely manner.
6. Assist district sites in the proper disposal of surplus property. Coordinate with the Director of Custodial and Delivery Services to post surplus material on public surplus auction website.
7. Communicate with schools and district departments, vendors, and shippers on order status, including shortages and expediting orders. Collaborate with schools and district departments on logistical needs for large-scale district-wide events, including graduation.

8. Coordinate the physical inventory of all items stocked in the District warehouse and reconcile in the Business Plus system.
9. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or vocational/technical training beyond high school
- More than three years of experience in warehouse operations

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Commercial driver's license (CDL)
- Certified Fork Lift Operator License required
- Ability to pass Department of Transportation (DOT) prescribed physical
- CPR and First Aid certifications

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills with the ability to create sustainable relationships
- Ability to build the business culture and support a professional environment with collaborative cooperation
- Ability to lead work of employees, including assigning, coaching, and providing feedback
- Ability to share knowledge with co-workers and customers
- Ability to build capacities and influence among co-workers and customers
- Ability to build and foster department credibility
- Ability to develop sound business strategies in a fiscally responsible manner
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7
- Knowledge of fork lift, stock picker, and pallet jack operation required at hire
- Ability to safely lift and carry 53 lbs. and safely pull up to 88 lbs.
- Ability to maintain honesty and integrity in all aspects of the job

- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and Excel
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of material handling equipment including fork lifts, stock pickers, pallet jacks, and truck lift gates required

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Custodial and Delivery Services	
Direct reports:	Utility Driver	Up to 5

- Assist with training employees, assigning and directing work, appraising performance, and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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
Up 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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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
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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	