

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD WAREHOUSE WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, oversee and participate in the receipt, inspection, storage and issuance of school materials, furniture, supplies and equipment, and maintenance supplies; schedule regular and special deliveries of supplies, equipment, U.S. and inter District mail, non-program food and other items to schools and District offices; oversee minor and simple assembly of items received at the District warehouse; assist with set-up and breakdown for District special events; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and participate in the receipt, inspection, storage and issuance of school materials, furniture, supplies and equipment, and maintenance supplies; assure timely receipt and distribution of warehouse stock.

Train, oversee and participate in mail sorting and processing; meter outgoing U.S. mail; learn and apply appropriate related postal regulations including express and certified mail and any functions related to U.S. and inter District mail.

Inspect shipments of materials, equipment and supplies received to assure compliance with purchase order specifications; verify loads against bills of lading; identify, contact vendors and report shortages, damaged goods or other discrepancies.

Schedule and assign routine and special deliveries of supplies, materials, non-program food; equipment and furniture to various District locations.

Communicate with vendors, District administrators and staff regarding warehouse operations, orders, back orders and related issues; receive requests, provide information and resolve issues, complaints and concerns related to orders.

Oversee and participate in the minor and simple assembly of items received at the District warehouse.

Assure compliance with established warehouse operational procedures.

Direct salvage of damaged or used material, books, furniture and equipment; oversee the disposal of unusable items; schedule the pickup and delivery of tables, chairs and other equipment for District special events.

Maintain the automated warehouse inventory system; assist other District departments to update and maintain related records; inspect physical condition of warehouse and equipment and prepare work orders for repairs.

Operate a computer terminal to input, update and maintain related warehouse records.

Receive warehouse stock orders, pull, wrap and load delivery trucks; load and unload delivery vehicles.

Store materials in a neat, orderly, and efficient manner.

Operate a variety of warehouse equipment including a forklift, hand truck, flat cart, pallet jack and other related equipment.

Operate a variety of tools such as wrenches, drills and impact wrenches to assemble or disassemble and move items like furniture, fixtures and equipment.

Maintain a variety of related records related to daily activities, including outgoing and incoming shipment logs, vehicle check lists, equipment repairs, merchandise returns and others.

Train and provide work direction to assigned warehouse staff; schedule, assign and oversee work; assist the Director/Supervisor and provide input regarding performance and other personnel matters as assigned.

Drive a truck to pick-up and deliver warehouse items to and from schools, departments or other assigned locations as necessary.

May assist with setting up items for District wide special events such as canopies, tables, chairs, etc.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods and practices used in receiving, storing, disbursing and delivering supplies, materials, non-program food, commodities and equipment.

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

Proper loading and unloading of trucks.

Shipping and receiving procedures.

Operation of a forklift, hand trucks, pallet jacks and other assigned equipment.

Safe driving practices and operation of delivery trucks.

Applicable sections of the Vehicle Code pertaining to lawful driving, maximum weight and height of loads and others.

District locations of schools and offices.

Appropriate methods for lifting and loading non-program food, supplies, furniture and equipment.

Driving a truck in a safe manner.

Operation of a computer and assigned software.

Basic record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Basic inventory techniques.
Health and safety regulations.
Traffic laws, defensive driving techniques and rules of the road.
Basic math.
Principles and practices of training and providing work direction.

ABILITY TO:

Coordinate and participate in the District warehouse operations.
Plan and organize work.
Train and provide work direction to assigned personnel.
Receive, store, ship and deliver materials, supplies, non-program food, commodities and equipment to various locations.
Operate forklift, pallet jack and other equipment utilized in the warehouse.
Apply and explain warehousing procedures relating to the receipt, storage and issuance of non-program food equipment and supplies.
Operate a computer terminal and maintain routine records.
Work cooperatively with others.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Operate a District delivery vehicle on an assigned route.
Observe legal and safe driving practices.
Operate a computer and assigned software
Communicate effectively both orally and in writing
Assist in maintaining inventory
Observe health and safety regulations.
Perform basic math.

EDUCATION AND EXPERIENCE:

Education: Graduation from High School or equivalent.

Experience: Four years warehousing or related experience.

Any other combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Forklift Operator's certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse, indoor and outdoor environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Seasonal heat and cold or adverse weather conditions.
Cold storage facilities

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Repetitive hand or body motions for driving, receiving, delivering and picking up goods and 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 (up to 75 pounds).
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Working around and with machinery having moving parts. Working at heights.
Traffic hazards