

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR - WAREHOUSE

BASIC FUNCTION:

Under the direction of the Director–Purchasing and Warehouse, plan, organize, supervise and participate in District warehousing operations and distribution activities including receiving, processing, storing and issuing of District supplies, materials, textbooks, equipment and furniture; assure compliance with applicable education codes, laws, rules and regulations; coordinate stock control and inventory systems; train and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize, direct and participate in District warehousing operations and distribution activities assure supplies, materials, textbooks, equipment and furniture are delivered in a timely manner; supervise delivery schedules; analyze operations and recommend improvements to assure a safe work environment.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; prepare schedules and staffing assignments.

Schedule, assign and participate in routine and special deliveries of supplies, textbooks, materials, equipment and furniture; oversee proper filling, marking and delivery of shipments; apply asset tags to equipment.

Supervise the receipt, storage and issuance of materials, furniture, textbooks and equipment for new and existing schools; report shortages, damage and other discrepancies to the Purchasing Department.

Participate in order filling and preparation of pallets; stack materials; fill and distribute orders, work orders or other requests; sort and place materials or items on racks, shelves or in bins according to established procedures.

Coordinate and participate in the performance of periodic and annual inventories and storage functions in the warehouse; conduct inventories; coordinate the collection, storage and sale of surplus and obsolete furniture, equipment and materials; maintain the District fixed asset system.

Supervise the service and maintenance of warehouse vehicles and equipment, including forklifts, pallet jacks and dollies; drive a vehicle to various district sites and operate warehouse equipment as necessary.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; respond to and assign emergency service requirements to staff.

Maintain a variety of records and reports pertaining to the operation of the District warehouse; prepare and submit reports and records related to assigned activities as requested.

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

Make recommendations regarding proper storage, inventory and warehousing procedures and improvements in warehouse efficiency; assist in the preparation of an assigned budget including payroll, maintenance of equipment and supplies.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Warehouse operations, procedures, equipment and terminology.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- District organization, operations, policies and objectives.
- Principles and practices of supervision and training.
- Proper methods of storing equipment, materials and supplies.
- Annual and periodic inventory techniques.
- Proper loading and unloading of trucks.
- Proper lifting techniques.
- Space utilization and inventory techniques.
- Proper operation of warehouse equipment including forklifts, hand trucks and pallet jacks.
- Health and safety regulations.
- Basic math.
- Traffic laws, defensive driving techniques and rules of the road.
- Operation of a variety of office equipment including a computer.
- Interpersonal skills using tact, patience and courtesy.
- Applicable laws, rules and regulations related to warehouse operations.
- Oral and written communication skills.

ABILITY TO:

- Plan, organize, coordinate, supervise and participate in the operations and activities of a warehouse.
- Receive, store, ship and deliver materials, supplies and equipment to various locations.
- Train, supervise and evaluate personnel.
- Operate a forklift, pallet jack and other equipment utilized in the warehouse.
- Utilize space efficiently and effectively.
- Take inventory and maintain accurate control systems.
- Establish effective store-keeping procedures.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize and schedule work.
- Plan routes for destination.
- Maintain records and prepare reports.

Observe legal and defensive driving practices.
Observe health and safety regulations.
Use proper lifting methods.
Communicate effectively both orally and in writing.
Maintain consistent, punctual and regular attendance.
Sit or stand for extended periods of time.
Move hands and fingers to operate a computer keyboard and various warehouse equipment.
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel and crouch.
Perform heavy physical labor.
See to read a variety of documents.
Climb ladders to reach supplies and equipment.
Hear and speak to exchange information.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and four years of responsible warehouse work, involving receipt, storage and issuance of supplies and equipment including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Forklift Certification.
Floor-lift 72 pounds and arm-lift 66 pounds.
Possession of a valid California Class B driver's license with air brake endorsement.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Driving a vehicle to conduct work.
Fumes from vehicle and equipment operation.

HAZARDS:

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

BOARD APPROVED: April 3, 2018