

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-WAREHOUSE

DEFINITION:

Under the direction of the Director-Purchasing, plan, organize, supervise and participate in warehousing operations and distribution activities including receiving, processing, storing and issuing of 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 DUTIES AND RESPONSIBILITIES:

- Plan, organize, direct and participate in 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; export information from databases into delivery logs.
- 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; modify inventory databases as required.
- 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.
- Maintain a variety of records and reports pertaining to the operation of the 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, supplies and maintenance of equipment.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree and three years of responsible warehouse work, involving receipt, storage and issuance of supplies and equipment.

Licenses and other Requirements

- Valid California Class C driver's license.
- Valid Forklift Certification to be obtained within sixty days of employment.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Warehouse operations, procedures, equipment and terminology.
- Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- 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.
- 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.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Warehouse environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here 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.

- 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 or standing for extended periods of time.
- Walking.
- Lifting, carrying, pushing and pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Climbing ladders.
- Heavy physical labor.

Hazards:

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/7/02

Board Approved: 5/28/02

FLSA Status: Exempt