

Position: **Lead Warehouse Person**  
Department: **Warehouse**  
Bargaining Unit: **CSEA**  
Salary: **Classified Unit Salary Schedule, Range 33**

### **DEFINITION**

Under general supervision of the Storekeeper, assign, lead, and monitor the work of warehouse persons and helpers; and transport, receive, store and issue supplies, equipment and tools.

### **SUPERVISION RECEIVED AND EXERCISED**

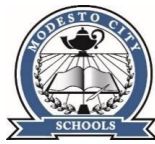
Supervision is provided by Warehouse Supervisor or designee.

### **DISTINGUISHING CHARACTERISTICS**

These classifications are distinguished in the following ways: The Warehouse Person is responsible for the transport, receiving, storing and issuing of supplies. The Warehouse Parcel Courier is responsible for operating a vehicle to deliver items as directed and do related clerical and physical work. The Lead Warehouse Person is responsible for assigning, leading and monitoring the work of assigned staff and assists with overall supervision of warehouse operations.

### **EXAMPLE OF RESPONSIBILITIES**

1. Assist in the selection, orientation, training, supervision, and evaluation of subordinate personnel.
2. Receive and inspect supplies and equipment to ensure compliance with purchase order; enter receipts of material into online receiving system. Tag fixed asset items and enter data in Fixed Asset System.
3. Place stock, hold items, supplies, materials and equipment in proper storage/staging locations.
4. Pull requisitions; issue materials, supplies and equipment from Warehouse stores.
5. Process property transfers and updated fixed asset records when change occurs.
6. Assist with receipt, evaluation, storage, disposal, internal re-issue and sale of surplus and obsolete furniture, equipment and materials.
7. Assist with selling of usable furniture and equipment that has been deemed District surplus; use District approved means to list items.
8. Maintain a variety of records related to warehouse operations, activities and functions.
9. Receive, verify and clear purchase orders for payment.
10. Conduct physical checks and periodic cycle counts to maintain inventory of stock on hand; verify rack and bulk locations.
11. Drive assigned vehicle and use a pallet jack or forklift when picking up and delivering supplies, materials and equipment. Prepare and maintain rote log with detailed delivery and pick up information.
12. Adhere to State, County and District safety codes and procedures.
13. Analyze warehouse space usage for maximum utilization. Maintain warehouse in a clean and orderly condition.
14. Process record retention/destruction requests for the District using assigned database; verify record storage details and information for accuracy; retire records on their approved destruction date.
15. Coordinate and assist with the relocation of teacher(s) materials, classroom equipment to new classrooms and/or site(s)>
16. Oversee warehouse delivery vehicles and ensure safety vehicle inspections are conducted regularly; Service and repair tools and equipment; Check various machines for proper operation (i.e., pallet jacks, forklifts, etc.).
17. Process loaner equipment requests; handle needs associated with special functions that occur through the school year (e.g. movement of band equipment, choral risers, tables, chairs, and stages).
18. Wear Personal Protective Equipment (PPE) (e.g., shoes, gloves, eye goggles, face protectors, aprons, etc.), when necessary.
19. Maintain a valid California Driver's License – Class C.



Position: **Lead Warehouse Person (continued)**

20. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
21. Obtain a valid Department of Transportation Power Industrial Truck Operator's Permit and maintain the permit thereafter.
22. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
23. Perform other related duties as assigned.

## **JOB REQUIREMENTS**

### Knowledge of:

- Knowledge of clerical and stock record keeping methods and procedures.
- Knowledge of equipment safety practices and procedures.
- Knowledge of and ability to perform data entry functions.
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### Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

## **MINIMUM QUALIFICATIONS**

### Experience:

- One (1) year experience performing warehouse duties and responsibilities.

### Education:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.



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License(s)/Certificate(s):

- Valid California Driver's License - Class C.
- Must provide a DMV printout within five (5) days of offer of employment.
- Department of Transportation Power Industrial Truck Operator's Permit to be obtained within the first sixty (60) days of employment.

Physical Characteristics:

- Sufficient vision to drive and operate equipment.
- Sufficient depth perception.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to manipulate small objects, and print or write legibly.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs.
- Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 100 pounds in a series of functional tests, which clearly simulates the work environment.
- Sufficient physical ability to sit for extended periods of time.

Pre Employment Physical Examination:

- A physical and tuberculosis examination is required as a condition of employment. Examinations shall be administered by a District provider and be at the District's expense. Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis.

Board Approved: 10/30/03

Reclassification/Equity Adjustment Review Committee Revised and Approved: 1/1/22