

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Warehouse/Parts Manager

FLSA: Non-Exempt

GENERAL SUMMARY

Plans and supervises operation of the central warehouse and supply distribution system to serve the needs of the school district. Orders, receives, and warehouses tools, supplies, and equipment for the Building and Grounds Department. Maintains adequate tools, supplies, and equipment to facilitate the daily operations of Buildings and Grounds. Retrieves and transports such as necessary. Maintains a computerized inventory management system to provide accountability for warehouse stock. Reports to the Director of Building and Grounds.

ESSENTIAL FUNCTIONS

Plans, coordinates and supervises warehouse operations for the district; manages inventory, shipping and receiving, sorting, delivery, etc.

Performs shipping and receiving duties pertaining to materials incoming from vendors and outgoing to schools and departments.

Processes and fills supply requisitions; schedules/makes deliveries to schools and departments; coordinates moving of equipment and furniture, etc.

Performs data entry duties (receipts and issues) in an accurate and timely manner.

Maintains an up-to-date inventory of all warehouse stock items and provides information, as needed, concerning requisitions or availability of items in the warehouse.

Demonstrates the ability to assist maintenance personnel in obtaining parts and supplies in a timely manner.

Demonstrates the ability to make price comparisons and to purchase items both economically and with quality.

Is effective in working with the Department of Child Nutrition to order parts for District kitchen equipment.

Demonstrates the ability to place orders, complete accurate purchase orders, and purchase supplies in bulk when applicable.

Establishes and enforces warehouse security and safety measures.

Maintains the warehouse and equipment in a neat and orderly manner.

Is able to locate and obtain parts for new, old and obsolete equipment.

Coordinates the ordering and upkeep of support personnel uniforms.

Types warehouse correspondence and purchase orders.

Coordinates and manages the sale of surplus equipment.

Maintain records and issues all tools in the warehouse.

Performs an annual tool inventory on all maintenance service vehicles.

Maintains accurate MSDS books and all related documents in order to ensure they are current.

Prepares, reviews, and processes various records and reports such as requisitions, picking tickets, invoices, packing slips, and purchase orders.

Interacts with co-workers, supervisors, teachers, bookkeepers, custodians and vendors in the performance of duties.

Operates machinery such as delivery truck and forklift; utilizes handtruck; operates office equipment such as computer, calculator, and copier.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

An Associate's Degree from an accredited institution with vocational/technical school training in purchasing, inventory control, or a related field and two to three years of warehouse and supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid Class B South Carolina driver's license.

Knowledge:

Knowledge of methods, procedures, policies and activities related to warehouse activities. Knowledge of the records and reports which must be prepared and maintained. Possesses knowledge of inventory control/management and the use of computers for the entry and maintenance of data. Knowledge of principles of organization, planning and personnel supervision.

Skills/Effort:

Ability to understand and apply district policies and procedures. Ability to perform various warehouse and delivery functions. Ability to establish and maintain effective working relationships with vendors, district employees and the general public. Good verbal and written communication skills. Ability to perform duties effectively and accurately while maintaining schedules and deadlines. Skilled in applying a responsible attention to detail. Good mathematical and organization skills. Ability to prepare and maintain an assortment of records and reports. Ability to use general office equipment such as computer, calculator, etc.

Working Conditions:

Work is conducted both indoors and outdoors with exposure to heat, cold, dusts, and heights. Physical demands include heavy physical effort (lifting/carrying up to 50 lbs.), manual dexterity and mobility; prolonged, extensive, or considerable standing and walking; pushing/pulling or moving/lifting heavy equipment or supplies; and considerable reaching, stooping, bending, kneeling, and crouching. Must be able to operate a variety of light duty equipment and drive a vehicle. Works with and handles various chemicals. Local travel is required.

Responsibility:

Assigned budgetary and supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____