

WAREHOUSE SUPERVISOR

JOB SUMMARY

Under general direction, coordinates and supervises the district's central warehouse, delivery service, mailroom and laundry; and performs related work as required.

ESSENTIAL DUTIES

- Plans, organizes, prioritizes, and supervises the receiving, storage, and issuance of warehouse stock, including the textbook warehouse, as well as deliveries relative to the district's breakfast and lunch programs, using a computerized system for inventory control and accounting.
- Supervises the district's laundry and central mailroom.
- Resolves delivery problems, including storage, claims, and adjustments; receives and disposes of obsolete equipment and textbooks.
- Supervises the tagging and records maintenance for the district's inventory of equipment.
- Confers with district personnel and supervises periodic inventories, including developing and preparing written instructions and information for storage, inventory and requisition procedures.
- Establishes warehouse and distribution standards and procedures, maintains detailed records, prepares various oral and written reports and correspondence.
- Serves as the district's representative on stores inventory issues at countywide Bi-Tech meetings; makes recommendations; reports and implements changes, and helps train district staff relative to the district's stores inventory computerized system.
- Establishes safe practices, trains and supervises staff in safe handling of a variety of hazardous materials.
- Supervises safety checks and routine maintenance of delivery trucks and refers general maintenance to the Transportation Department.
- Supervises monitoring of the warehouse's gas dispensing systems for loss of pressure and alarm activity; arranges for repairs, submits related reports to AQMD.
- Supervises, negotiates, and enforces leases and service contracts for forklift, mailroom, and laundry equipment, including maintenance and repair.
- Supervises the state-required training, testing, and certification of warehouse personnel who operate forklifts.
- Publishes the district's stores catalog of available supplies and current prices.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent, and three years of responsible warehouse storekeeping or stock control experience including or supplemented by at least three years in a supervisory or lead capacity.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of a stores warehouse, using a computerized program.
- Methods used in safe receiving, storing, and issuing of materials and supplies, including federal, state and AQMD regulations relative to the storage and handling of a variety of hazardous materials.
- Requisitions, purchase orders, shipping methods and documents, using a computerized system.
- Business math and general principles of supervision and training.
- State regulations regarding the training and certification of forklift operators.

Ability to:

- Plan, organize, and supervise a large computerized central warehouse and delivery system, including analyzing and utilizing methods of storage and delivery for a wide variety of books, materials, and equipment.
- Effectively supervise, schedule, coordinate, train, and evaluate the work of others.
- Analyze problems, develop sound problem solving models and arrive at sound solutions.
- Apply new developments and techniques in warehousing, including developing and presenting training materials.
- Prepare written reports, proposals, schedules, and correspondence and make effective written and/or oral report presentations.
- Carry out oral and written instructions.
- Maintain harmonious working relations with school officials, other employees, vendors, and the public.
- Develop and apply a working knowledge of the district's rules and regulations.

LICENSE: Candidates must possess and maintain a valid Class C California Driver License and remain insurable at the standard vehicle insurance market rate.

WORKING CONDITIONS: Primarily works in office and warehouse environments with intermittent trips to various district and county sites, including schools, offices, kitchens and outdoor locations. Occasional lifting of up to 50 pounds.