



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Ave., Hemet, CA 92545, (951) 765-5100

LOGISTICS MANAGER

JOB DESCRIPTION

Under general supervision to the Director of Purchasing, this position has the responsibility for the operation of the District's central supply warehouse and supportive oversight and support to the District's Print Shop; to supervise warehouse and Print Shop operations, receiving, storing and delivery of equipment and supplies; plan, schedule, assign and supervise delivery of equipment, supplies, and materials from central warehouse and Print Shop to school sites and departments; to maintain central stock control and inventory; to oversee removal and disposal of surplus and obsolete equipment and educational materials; to plan, schedule, assign, train, supervise and evaluate the performance and activities of assigned workers; assist with the interview and selection of new employees and in disciplinary issues; and to do other related work as may be required.

EXAMPLES OF DUTIES

- Operate a delivery system that ensures delivery of printed material to customers in an efficient and expeditious fashion.
- Confer with District personnel in the coordination and scheduling of materials to be reproduced.
- Maintain a variety of records and files pertaining to the reprographics department.
- Manage, coordinate, and evaluate the work of reprographics department personnel.
- Supervise Print Services staff by evaluating, determining workloads and schedules.
- Plans, processes, prioritize work orders to the appropriate personnel to ensure efficient operation.
- Establish goals, priorities and expectations, and to develop the action plans and strategies for accomplishing them.
- Promotes team involvement and participation in setting goals, priorities for safe, efficient and effective Instructional Publication Center operation.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Monitors and evaluates the completion of work orders.
- Completes print jobs (i.e., counting, assembling, sorting, shrink wrapping, packaging and boxing) for the purpose of accurate and efficient distribution of the finished product to the customer.
- Plan, organize, supervise and participate in all Warehouse activities involved in the receiving, storage, issuance and delivery of equipment and supplies
- Identify and inspect shipments of materials, equipment and supplies received to assure compliance with purchase order specifications, identify and report shortages, damaged goods or other discrepancies

- Train, supervise and evaluate the performance of assigned drivers, and other staff including training in proper loading and distribution of supplies, equipment and other materials
- Schedule, prioritize and supervise warehouse and delivery driver staff
- Develop and assign delivery routes according to safety and security regulations; maintain files of vehicle inspections; investigate vehicle accidents and maintain related records and materials
- Coordinate maintenance and repair of district trucks and delivery vehicles
- Participate in the interviewing and selection of applicants for warehouse and delivery driver positions and assist in disciplinary issues
- Oversee staff in the processing of District mail and other shipments
- Assist in the development and modification of specialized warehousing policies and procedures; assure appropriate internal control and the proper handling, rotation and storage of warehouse inventory; review delivery routes for operational efficiency
- Supervise all stock inventories; maintain running inventories and conduct periodic inventories; check and receipt damaged, substitutions or other discrepancies; identify merchandise received by inventory number; maintain proper stock levels; communicate with purchasing on a daily basis
- Assign District asset numbers and maintain listing of assets
- Oversee stock pulls from requisitions received from school sites to central warehouse; provide technical expertise for errors and discrepancies; ensure communication between all involved parties is effective and collaborative
- Participate in, train and monitor personnel in the use of computer programs, spreadsheets and other forms that support warehouse operations including production records and order forms
- Supervise office and clerical procedures including maintenance of accurate files and records; prepare reports; work with appropriate members of the staff on receiving and closing out of purchase orders; pricing of products
- Plan floor locations for supplies and equipment
- Assist school sites with various supply problems
- Assume responsibility for maintaining the warehouse in a safe, clean and orderly manner; maintain security of the warehouse, equipment and contents
- Operate forklift, pallet jacks and delivery trucks
- Oversee the processing of surplus and obsolete stock, equipment, furniture and educational materials
- Establish and maintain effective working relationships with others
- Possess strong interpersonal skills using tact, patience and courtesy

EMPLOYMENT STANDARDS

Knowledge of:

- Methods and systems used in receiving, storing and delivery of supplies and equipment, warehouse procedures, requisitions, purchase orders, invoices and delivery slips, and the purpose and function of each
- Methods and processing of mail, shipments via outside carriers and freight shipments

- Supplies associated with and used by various schools and departments
- Principles of supervision and training of personnel
- Interpersonal skills using tact, patience and courtesy
- Appropriate techniques for lifting and/or carrying supplies
- Basic arithmetic and clerical skills
- Asset and inventory management systems
- Safe work practices

Ability to:

- Plan, organize, coordinate and direct a central warehouse and delivery operation
- Analyze usage patterns and utilize the most effective methods of storage and delivery
- Supervise and train personnel
- Prepare, interpret and provide guidance on shipments, deliveries, vendor issues and equipment disposal
- Perform heavy manual labor including the operation of a variety of machines and equipment while maintaining safe work practices
- Maintain accurate records and schedules
- Understand and carry out oral and written directions
- Establish and maintain effective working relationships with others
- Train supervise and evaluate assigned personnel
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective courses of action that demonstrate good problem-solving skills
- Work independently with minimal direction or supervision
- Read, interpret, apply and explain rules, regulations, policies and procedures

EDUCATION AND EXPERIENCE

Education:

- High School diploma or GED equivalent and possession of the knowledge and abilities listed above

Experience:

- Five years of increasingly responsible experience in warehouse and deliveries including stocking, supply, shipping, receiving, including the maintenance of accurate support records
- One year of supervisory experience preferred

Licenses/Certifications

- Valid California Class C driver's license is required
- Forklift Certification is required

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strengths:

- Heavy work involving lifting, carrying, pushing and/or pulling of objects weighing up to 75 pounds
- Ability to carry on normal speech and hearing activities
- Physical dexterity in limbs and digits to operate warehouse equipment and to perform strenuous manual labor
- Ability to bend, stoop, grasp and reach
- May work indoors and outdoors, exposure to cold and heat for extended periods daily

Working Conditions:

- May stock and store supplies that require lifting objects over head on a regular basis
- Work involves considerable carrying of materials and requires an awareness of how to properly lift and carry objects

EMPLOYMENT STATUS

Classified Management Position: Row 47