



WAREHOUSE MANAGER

JOB DESCRIPTION

Under general supervision to the Director of Purchasing, to have responsibility for operation of the District's central supply warehouse; to supervise warehouse operations, receiving, storing and delivery of equipment and supplies; plan, schedule, assign and supervise delivery of equipment and supplies from central warehouse 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

- 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

HEMET UNIFIED SCHOOL DISTRICT
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- 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.