

## WAREHOUSE SUPERVISOR

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing/Warehousing, the job of Warehouse Supervisor is done for the purposes of organizing and maintaining the supply warehouse operations including: receiving, storing and coordinating the delivery of supplies and equipment purchased by the District in an efficient and timely manner; ensuring required inventory levels are maintained; pulling items from shelves to full supply requisitions; ensuring their timely delivery to sites; and verifying the accuracy, contents and condition of orders delivered to the warehouse by shippers and vendors including refusal of improper deliveries.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Warehouse Supervisor is responsible for overseeing the day to day operation of the district's supply warehouse; and providing work direction, guidance, training and oversight to the warehouse personnel. This class differs from the Warehouse Lead Worker which is responsible for assisting in day-to-day activities of the supply warehouse operations which include the receiving and storing of supplies and equipment purchased by the District; maintaining warehouse inventory levels; pulling items from shelves to full supply requisitions; and verifying the accuracy, contents and condition of orders delivered to the warehouse by shippers and vendors.

### ESSENTIAL FUNCTIONS

- Oversees receipt and distribution of purchased supplies and equipment (e.g. electronic store orders, prints, pulls, fills, etc.) for the purpose of maintaining inventory and providing needed items for district/school operations.
- Maintains warehouse inventory in accordance with Purchasing Department procedures for the purpose of providing equipment and supplies required for District/school operations in a timely manner.
- Assigns/completes fixed asset tags to incoming equipment for the purpose of establishing initial documentation of items to be tracked in fixed asset accounting system.
- Organizes warehouse for the purpose of maintaining an efficient and orderly operation for receipt/inventory/distribution of equipment and supplies.
- Schedules/coordinates/oversees pickup, delivery and distribution activities of the warehouse for the purpose of ensuring timely and accurate delivery to District sites of supplies ordered and goods received.
- Communicates with vendors, employees and public for the purpose of clarifying and conveying information regarding the receipt, shipment and condition of supplies and equipment.

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- Coordinates the pickup, inventory and sale of items for the purpose of selling and liquidating unneeded/obsolete furniture, equipment, textbooks, etc.
- Researches discrepancies in shipping/shipped items (e.g. difference between purchase orders and packing slips, delivery schedules, etc.) for the purpose of ensuring that ordered items are received at ordered pricing.
- Performs various personnel functions under supervision (e.g. interviewing, evaluating, directing, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Supervises warehouse operations for the purpose of ensuring completion of work in an efficient and timely manner in accordance with standards and practices.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating forklift and other warehouse equipment; adhering to safety practices; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: warehouse security and safety practices and procedures; postal and shipping regulations; inventory of standard school supplies; procedures, forms and records of inventory control, purchasing, receiving and requisitioning; California Motor Vehicle Code and safe driving practices; and local destinations and routes.

**ABILITY** is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: organizing, planning and operating a warehouse efficiently and securely; understanding and following oral and written directions; working independently with minimal day-to-day direction; establishing and maintaining effective working relationships with a diverse population; meeting schedules and time lines often under changing priorities; maintaining accurate records; preparing reports; and communicating effectively both orally and in writing.

## **RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking and 50% standing. The job is performed under some temperature extremes, some hazardous conditions, and in a clean atmosphere.

## **EXPERIENCE**

Job-related experience with increasing levels of responsibility is required.

## **EDUCATION**

Targeted job-related education that meets organization's prerequisite requirements.

## **REQUIRED TESTING**

Pre-employment Proficiency Test

## **CERTIFICATES**

Valid California Class C or higher driver's license.

## **CONTINUING EDUCATION/TRAINING**

None Specified

## **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance