



JOB DESCRIPTION
Warehouseman I - Maintenance

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The Warehouseman I under the general supervision of the Director of Purchasing and the immediate supervision of the warehouse supervisor on a daily basis, assists with the receiving, storing, issuing and delivering of equipment, tools, & supplies and assists with maintaining inventory control.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Valid Texas Driver's License (Class B) insurable with Judson ISD insurance carrier and a good driving record
- Experience in warehousing, i.e. receiving, stocking delivering and inventory control procedures

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing may be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to operate fork-lift, pallet jack and light truck
- Ability to operate hand tools and mechanical equipment
- Ability to read supply requisitions and perform basic arithmetic

DUTIES AND RESPONSIBILITIES:

1. Assists with receiving supplies received at the district warehouse.
2. Sorts and stores items according to established procedures.
3. Operates tools, equipment, and vehicles according to prescribed safety procedures.
4. Follows established safety procedures and techniques to perform job duties including lifting, carrying, etc.
5. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
6. Assists in filling orders from stock according to daily shipping tickets.
7. Delivers items from warehouse shipping tickets to appropriate campus or department.
8. Assists in counting stock items for inventory purposes.
9. Picks up and delivers broken equipment to appropriate repair stations.
10. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), interpret, understand verbal instructions, read, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (44 pounds or more), stand, sit, walk, climb, balance, stoop, pull, push, reach, hear, perform repetitive hand motions, drive a truck/van. Must be able to work inside and outside in temperature/humidity extremes, noise, slippery surfaces, chemical exposure (asbestos, fumes, vapors, gases, dusts, smoke etc.), works around moving objects or vehicles and machines with moving parts.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Personal computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, light truck

Manual Trades Pay Grade: 4

Days: 260

Wage/Hour Status: Nonexempt

Updated: February 19, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.