



**JOB DESCRIPTION**  
**Warehouseman II - Maintenance**

**JOB DESCRIPTION:**

The Warehouseman II under the general supervision of the Director of Purchasing and the immediate supervision of the warehouse supervisor on a daily basis, is responsible for the daily receiving, storing, issuing and delivering of equipment, tools and supplies. In the absence of the warehouse supervisor, the warehouseman II person shall temporarily assume the duties of this position.

**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
- Two or more years experience in warehousing to include receiving, stocking, delivery, 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
- Ability to communicate effectively
- Ability to operate personal computer
- Ability to follow oral and written instructions

**DUTIES AND RESPONSIBILITIES:**

1. Receives and accounts for supplies received at the district warehouse.
2. Fills orders from stock according to daily shipping tickets.
3. Delivers items from warehouse shipping tickets to appropriate campus or department.
4. Assists in counting stock items for inventory purposes.
5. Picks up and delivers broken equipment to appropriate repair stations.
6. Responsible for receiving and distribution of district textbooks.
7. In the absence of the warehouse supervisor, the warehouseman II shall temporarily assume the duties of the warehouse supervisor.
8. Follows established safety procedures and techniques to perform job duties including lifting, carrying, etc.
9. Corrects unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
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: 5**

**Days: 260**

**Wage/Hour Status: Nonexempt**

**Updated: November 14, 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.*

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