



JOB DESCRIPTION
Warehouse Supervisor - Maintenance

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The Warehouse Supervisor, under the direction of the Director of Purchasing on a daily basis, supervises daily activities of the warehouse to ensure safe and efficient storage and retrieval of district supplies and coordinates all discrepancies with the respective vendors.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Two or more years experience in warehouse operations
- Background in materials handling, purchasing, and stock control

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of computerized inventory and tracking systems
- Ability to operate hand tools and mechanical equipment
- Ability to operate personal computer
- Ability to communicate effectively

DUTIES AND RESPONSIBILITIES

1. Loads and unloads delivery truck by hand or with pallet jack.
2. Receives all materials delivered to the warehouse by vendors, UPS, common carriers, etc.
3. Processes discrepancy and damage reports as needed.
4. Checks all materials received against purchase orders to ensure all items are received as ordered.
5. Fills all requisitions received from campuses and assures proper items and amount are issued.
6. Ships items to appropriate destination as stated on requisition.
7. Checks a random sample of 12 items per month with the secretary to the Purchasing Director and reconciles any difference.
8. Is responsible for warehouse work orders.
9. Is responsible for verifying funding against budget codes for "walk-throughs" .
10. Is responsible for MSDS updated reports on warehouse chemicals.
11. Assists the Purchasing office in taking physical inventory as necessary.
12. Receives and distributes textbooks and textbook covers as necessary to each campus.
13. Ensures safe keeping and proper storage of all items in the warehouse and the accountability of these items.
14. Evaluates complaints received on shipments of equipment and supplies and takes appropriate action.
15. Initiates all purchase requests to keep stock items available at all times.
16. Develops and recommends procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates.
17. Supervises maintenance of computerized inventory records.
18. Operates tools, equipment, and machinery according to prescribed safety procedures.
19. Follows established safety procedures and techniques to perform job duties.
20. Directs and maintains a safety program for all warehouse employees.

21. Corrects unsafe conditions in work area and reports any conditions that are not correctable to the Director.
22. Is responsible for file maintenance on property and package transfers and scheduling of transfers.
23. Is responsible for submitting payroll timesheets and leave forms.
24. Evaluates warehouse employees.
25. 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 communicate effectively (verbally and written), reason, understand verbal instructions, read, coordinate, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy weight (45 pounds or more), sit, stand, climb stairs and/or ramps, pull, reach, hear, speak, maintain visual acuity, distinguish colors, and drive district van, forklift, and electric pallet jacks. Must be able to work inside and outside in temperature/humidity extremes, noise, sunlight exposure, and work around moving objects or vehicles.

SUPERVISORY RESPONSIBILITIES

Supervises and evaluates warehouse workers.

EQUIPMENT USED

Computer, ladder, dolly, scaffolding, fork lift, pallet jack, box knife, and small hand tools

Manual Trades Pay Grade: 6

Days: 240

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.
