



Sequoia Union High School District

Job Description

JOB TITLE:	Warehouse Supervisor
REPORTS TO:	Director of Purchasing
CLASSIFICATION:	Classified
SALARY SCHEDULE:	18.5
WORK - YEAR / HOURS:	12 months
LOCATION:	District
BOARD APPROVAL:	November 5, 1997

DEFINITION

Under direction, to supervise and participate in the operation of a central warehouse handling a variety of District supplies, materials, and equipment; to develop warehouse systems and procedures; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the warehouse series, with delegated authority for shipping, receiving, storage and issue of materials, supplies and equipment.

EXAMPLES OF DUTIES

- Plans, organizes, schedules, prioritizes and assigns the work of warehouse personnel;
- Monitors and reviews work, gives employees feedback on performance, and prepares and conducts formal performance appraisal;
 - Participates in interview panels and recommends selection of candidates for warehouse jobs;
 - Provides training and development for warehouse employees including lifting techniques, safe work habits, vehicle and equipment operation, and warehouse processes and procedures;
 - Evaluates and monitors the warehouse set up for safe working conditions;
 - Prepares the annual budget for warehouse operations, orders warehouse equipment and supplies, and monitors expenditures;
 - Plans and organizes the warehouse layout ensuring proper and safe storage, accessibility, and control of stock;
 - Works with purchasing staff, vendors, site staff, and purchasing cooperative members regarding materials needed, shipping, and delivery;
 - Plans, schedules and supervises delivery and pick up, including intradistrict mail service;
 - Reviews and fills requisitions;
 - Oversees the inventory process;
 - Assists in the reissue, valuation, sale, disposal and/or recycling of surplus supplies and equipment;
 - Oversees the preparation and processing of paperwork associated with warehouse operations;
 - Maintains current and accurate files and records;
 - Prepares periodic and special reports;
 - Secures necessary repairs of equipment and fixtures;

- Operates District vehicles and participates in the work of the unit.

QUALIFICATIONS

Knowledge of:

- Methods and procedures of warehousing and stock control.
- Systems and methods for receiving, inspecting, and issuing materials.
- Materials, supplies and equipment used in a school system.
- Basic administrative practices related to budgeting and expenditures.
- Basic supervisory practices.

Skill in:

- Planning, organizing and supervising the work of warehouse staff.
- Basic personnel practices including performance appraisal and District personnel procedures.
- Planning and managing the layout and organization of a central warehouse.
- Establishing and maintaining systems for inventory control, records of material transactions, pick up, and delivery.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and two years of experience in warehouse operations.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision to operate vehicles safely, inspect received materials, and prepare and process paperwork.
- Physical strength and stamina to lift and carry up to 70 pounds, push or otherwise manipulate heavier objects, and perform sustained strenuous physical labor.
- Hand, arm and leg dexterity to operate vehicles and forklifts and grasp materials.
- Mobility to climb stairs and ladders, walk, stoop and bend to reach materials.
- Speech and hearing to give and receive information and instructions.
- Work outdoors and in exposure to temperature extremes, noise, fumes, equipment and machinery, and potential spills of caustic chemicals.

OTHER REQUIREMENTS

Must possess a valid California driver's license and have a satisfactory driving record.