

LEAD WAREHOUSE / SUPPORT SERVICES WORKER

DEFINITION

Under general supervision, organizes, coordinates, and performs lead functions in the District warehouse/support services and distribution operation; participates in the receiving, inspecting, storing, and distribution of all materials, goods, equipment and supplies; provides support to all departments in the transport of supplies and equipment; assists in data entry, processing, tagging, and delivery of Fixed Asset equipment; drives a delivery vehicle; performs other related work as required and/or assigned.

ESSENTIAL DUTIES

- Leads, coordinates, and participates in the receiving, inspection and storage of a variety of Warehouse, Print Services, Mail Services, Teacher Resource Center, supplies and materials, testing materials, District surplus and equipment.
- Follow-up and resolve all shortage, damage, and shipping discrepancies
- Reviews, evaluates, and offers suggestions pertaining to the improvement of warehouse and operational procedures
- Assists in the planning and organization of warehouse space layout and the allocation of storage space and facility usage
- Conducts annual inventory reviews in maintaining appropriate warehouse inventory levels
- Implements and maintains manual and automated warehouse and inventory record management, storage, and retrieval systems
- May assist in organizing and conducting warehouse and delivery personnel orientation and in-service training programs
- Operates a variety of warehouse storage and distribution equipment, including forklifts, pallet jacks, (manual & electric) rolling carts, and hand trucks.
- Drives a delivery vehicle to pick up and deliver materials, supplies, and equipment to and from various locations
- Assist in the scheduling and routing of all incoming and outgoing deliveries
- Maintains records for all incoming and outgoing supplies and equipment
- Assists in the monitoring and inspecting of the warehouse / support services storage facility to ensure adherence to safety regulations, policies and procedures.

QUALIFICATIONS

Knowledge of: Methods and procedures pertaining to the warehouse, distribution, and stock control process; educational materials, supplies, and equipment, inventory planning and control systems and procedures; safety and security practices and procedures;

Ability to: Plan, organize, and implement effective and efficient warehouse and distribution operational procedures; implement and maintain an accurate and effective data management, storage, and retrieval system; effectively participate in the control of warehouse equipment, materials and supplies; compile and present operational reports; understand and follow oral and written directions; establish and maintain cooperative working relationships. Use a computer to perform data entry and updating.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, and ramps
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone and other communication devices
- Must possess the manual dexterity to operate equipment and use hand tools and work with various objects and materials
- Exposure to hot, wet, humid, or windy conditions caused by weather may occasionally be experienced

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of experience, preferably in warehousing, distribution and stock control, including one year in a lead capacity

Education: Verification of a High School diploma, a GED certificate, or a higher degree, supplemental course work or training in warehousing, distribution, and stock control is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. Possession of a certificate authorizing the operation of forklift equipment.

Condition of Employment: Insurability by the District's liability insurance carrier may be required. Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.