FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Warehouse Operations Supervisor
REPORTS TO: Warehouse Operations Manager
DEPARTMENT: Purchasing
CLASSIFICATION: Supervisory
FLSA: Non-Exempt
WORK YEAR: 12 Months
BOARD APPROVAL: SALARY: S-45/Supervisory Salary Schedule

BASIC FUNCTION:

Plan, organize and participate in the operations and activities of the District Warehouse; train, assign, supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment, food, furniture and supplies and maintenance of inventory. E

Train, supervise and evaluate the performance of assigned warehouse employees; assign work loads to warehouse workers; perform duties of the manager in the absence of the manager. E

Supervise the processing of requisitions and request to invoices for reimbursements of warehouse codes; complete requisitions for needed materials to assure adequate stock levels. E

Route and schedule orders for delivery and pick up. E

Review and assign work orders for District salvage and new furniture assembly; inspect and submit work orders for service and maintenance of warehouse vehicles and equipment. E

Prepare and maintain a variety of records and logs and prepare reports as required; maintain inventory of items in the warehouse; file records as required. E

Monitor automated warehousing system; operate a computer to enter data, correct errors and control input screens as required. E

Operate and demonstrate use of specialized warehouse equipment as necessary; assure proper and routine maintenance and servicing of warehouse vehicles and equipment. E

Observe health and safety regulations; maintain warehouse in a clean, safe and orderly condition. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years warehouse or related experience.

January 1996
Classification/Compensation Study
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Warehousing and stock control methods and procedures.
- Methods of receiving, inspecting and issuing materials.
- Materials, equipment and supplies used in a school district.
- Operation of a forklift and other assigned vehicle and equipment.
- Warehouse operations, procedures, equipment and terminology.
- Space utilization and inventory techniques.
- Proper methods of storing equipment, materials and supplies.
- Health and safety regulations.
- Record-keeping techniques.
- Inventory methods and practices.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Automated warehouse inventory system.

ABILITY TO:
- Plan, organize, supervise and participate in the operations and activities of the District Warehouse.
- Train, supervise and evaluate personnel.
- Utilize space efficiently and effectively.
- Maintain inventory.
- Communicate effectively both orally and in writing.
- Operate warehouse vehicles, machines and equipment.
- Receive, issue, store and return warehouse stock and supplies.
- Plan and schedule work.
- Maintain accurate records of stock transactions.
- Learn to operate a computer terminal and warehouse-related software.
- Work independently with little direction.
- Observe health and safety regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
- Warehouse and office work environment.

PHYSICAL ABILITIES:
- Hearing and speaking to exchange information and make presentations and provide work direction; seeing to read purchase orders; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:
- Driving a vehicle to during adverse weather conditions.