

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.

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.