

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: WAREHOUSE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director-Purchasing, plan, coordinate, supervise and participate in District warehousing operations and distribution including receiving, processing, storing and issuing of school equipment, supplies and food commodities; plan, schedule, assign and supervise U.S. intra-District mail pick up and deliveries; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, coordinate, supervise and perform the District warehousing distribution and mail operations including receiving, marketing, storing and issuing of school equipment, supplies and food commodities. **E**

Supervise, train and evaluate the performance of assigned employees; schedule, prioritize and assign warehouse staff; participate in the interviewing and selection of applicants for warehouse positions. **E**

Supervise and participate in receiving of supplies and equipment and the inspection of shipments for damage and conformity to purchase order specifications and packing slips; label and tag District assets according to established procedures. **E**

Supervise the pricing and extending of warehouse requisitions, listing of receipts and issues and posting to warehouse stock requisitions and records. **E**

Supervise proper repacking, marking and delivery of shipments to schools and departments; supervise and participate in marking of items with catalog number identifications; input transactions into computer terminal. **E**

Plan, schedule and assign routing and special deliveries of supplies and equipment including intra-District and U.S. mail. **E**

Determine and prepare written instructions and forms related to proper storage, inventory and warehousing procedures. **E**

Operate a variety of machines and equipment including delivery trucks with tailgate lifts, forklifts, hydraulic pallets, computer terminal, postage machine, copy machine, scale, hand trucks and others. **E**

Prepare and maintain records related to store stock, inventory, food service requisitions and other related matters; submit reports and records of supplies as required; plan, supervise and participate in inventory of warehouse stock. **E**

Process surplus stock, equipment and furniture for auction as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing and storekeeping procedures including shipping and receiving equipment, food and materials, proper and orderly storage and stock inventory procedures.

Materials, equipment and supplies used in a school district.

Warehouse operations, procedures, equipment and terminology.

Business practices related to the purchase, shipment and receipt of goods.

Record-keeping techniques.

Principles and practices of supervision and training.

Health and safety regulations.

Space utilization and inventory techniques.

Rules, regulations and requirements for parcels, bulk mailings, international and special mail classes.

District organization, operations, policies and objectives.

Operation of equipment and machines used in the receipt, storage and shipping of supplies, materials and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

ABILITY TO:

Plan, organize and supervise and participate in the District warehousing operations and distribution including receiving, processing, storing and issuing of school equipment, supplies and food commodities.

Plan, schedule, assign and supervise U.S. intra-District mail pick up and deliveries.

Establish and maintain effective storekeeping procedures.

Operate a variety of machines and equipment including delivery trucks with tailgate lifts, forklifts, hydraulic pallets, computer terminal, postage machine, copy machine, scale and hand trucks.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Train, supervise and evaluate assigned personnel.

Maintain accurate and current records of warehouse transactions.

Communicate effectively both orally and in writing.

Read, interpret and follow rules, regulations, policies and procedures.

Use a variety of machines and equipment utilized in the warehouse operations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible warehousing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Forklift certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling heavy objects.
Bending at the waist.
Reaching overhead, above the shoulders and horizontally.
Standing for extended periods of time.
Walking.
Dexterity of hands and fingers to operate a computer and other equipment and vehicles.
Hearing and speaking to exchange information.
Seeing to read purchase orders and verify accuracy.

HAZARDS:

Driving a vehicle during adverse weather conditions.