



FOREMAN I-WAREHOUSE

DEFINITION:

Under the supervision of the assigned supervisor, oversees warehouse service support programs; assists with the planning, coordination and direction of District-wide warehouse support activities and performs such other related work as required.

DISTINGUISHING CHARACTERISTICS:

The Foreman I classification is the entry-level classification in the Foreman series. The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees warehouse service support programs such as equipment repair, safety program, salvage program, inventory tool program and District uniform program.
- Provides site administrators with technical information and assistance relating to warehouse services.
- Receives, stores, orders and issues materials, supplies and equipment for a central warehouse.
- Coordinates responses to work orders and requests for individualized services to District sites and programs.
- Assists in the evaluation of new products, equipment and work methods.
- Assists the Supervisor in the conduct of quality control inspections.
- Provides information, prepares reports, maintains records and assists the Supervisor in the administration of the District-wide warehouse program.
- Receives, stores and issues materials, supplies and equipment for a central warehouse.
- Processes requisitions and marks orders for deliveries.
- Maintains records of requisitions, purchase orders and deliveries.
- Determines storage space requirements, optimum stock quantities and proper methods of stock control and storage.
- Inspects incoming stock for conformity to purchase orders and packing lists and reports shortages, damages and other discrepancies.
- Directs the return of defective, excessive, broken or incorrect items.
- Provides work direction and trains subordinates in proper storage, inventory and supply procedures.
- Ensures that good housekeeping practices and proper security measures are practiced throughout the warehouse facility.
- Operates a variety of warehouse equipment for loading, unloading and proper stock rotation including a forklift, pallet jack, and hand truck; operates standard office equipment, a computer and assigned software.
- Plans, schedules and assists warehouse deliveries.
- Drives a delivery truck; loads and unloads materials.
- Operates computer for processing of receipts and other warehouse related documents.
- Participates in the inventory and inventory control process using inventory control software.
- Participates in the monitoring of stock levels and ordering of materials.

QUALIFICATIONS GUIDE

Knowledge of:

- Warehouse procedures, requisitions, purchase orders, invoices and delivery slips.
- Methods used in receiving, storing, issuing and itemizing.

- Principles of training and providing work direction to assigned staff.
- Proper loading and unloading of trucks; proper lifting techniques.
- Operation of equipment and machines used in the receipt, storage and shipping of supplies and equipment.
- District organization, operations, regulations, policies and objectives related to position.
- Basic office machines including a computer and assigned software.
- Record keeping procedures associated with the receipt, storage, issuance and delivery of a variety of general maintenance, supplies and equipment.
- Principles and practices of training and providing work direction to others.
- Interpersonal skills using tact, patience and courtesy.
- Space utilization and inventory techniques.
- Health and safety regulations.
- Methods of receipt and issuance of supplies and equipment.
- Computers, technology, and software related to warehouse inventory control and management.

Ability to:

- Oversee warehouse service support programs.
- Coordinate and schedule the operations of the warehouse.
- Perform various warehouse procedures, including proper and orderly storage of various, supplies and equipment.
- Perform physical and clerical duties involved in the rotation and proper handling of supplies and equipment.
- Operate a light truck, forklift, pallet jack and other warehouse delivery vehicles, machines and equipment.
- Maintain inventory levels.
- Maintain and prepare a variety records and reports.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Lift and carry heavy loads.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Work with minimal supervision and perform independent tasks.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible warehouse experience within a school district or a large multi-building operation, with a minimum of three years in a lead or head warehouse position involving the receiving, storing and issuing of supplies.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License.
- Valid Forklift License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing or walking for extended periods of time.
- Lifting, carrying, pushing and pulling heavy objects.
- Dexterity of hands and fingers to operate a variety of warehouse tools, equipment and office machines.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Heavy physical labor.
- Seeing to read a variety of documents.
- Hearing to communicate in the warehouse environment.
- Climbing on ladders.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.

WORK ENVIRONMENT:

Indoor/Outdoor/Warehouse environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- **Traffic hazards.**
- **Working around and with machinery having moving parts.**
- **Working from heights.**

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