



TECHNICIAN-LEAD WAREHOUSE

DEFINITION:

Under general supervision, leads and schedules the distribution and delivery of general maintenance materials and other educational/custodial supplies to assigned District-wide school sites; performs a variety of administrative/operational duties related to the shipping, receiving, ordering, storing, issuing and delivery of supplies and equipment; provides assistance with the planning and logistical coordination of District-wide warehouse support activities and performs related work as required.

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

- Leads and schedules the distribution and delivery of general maintenance materials and other educational/custodial supplies and equipment to assigned District-wide school sites.
- Receives, stores, orders and issues materials, supplies and equipment for a central warehouse.
- Fills requisitions and marks orders for 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.
- Maintains various records, including records for daily inventory reports and other warehouse-related documents.
- Leads and provides work direction to assigned staff in proper storage, inventory and supply procedures.
- Types and inputs data into an assigned computer software program related to stock levels and placing orders with multiple vendors.
- Ensures that good housekeeping practices and proper security measures are followed throughout the warehouse facility.
- Plans and organizes warehouse space layout; determines storage space requirements, optimum stock quantities and proper methods of stock control and storage.
- Operates a variety of warehouse equipment for loading, unloading and proper stock rotation including a forklift, pallet jack, delivery truck and hand truck; operates standard office equipment, a computer and assigned software.
- Plans and schedules the workflow of warehouse drivers.
- Drives a delivery truck; loads and unloads materials.
- Participates in the monitoring of stock levels, inventory control process and ordering of materials.
- Maintains warehouse in a clean and orderly condition; ensures compliance with safety laws and codes.

QUALIFICATIONS GUIDE

Knowledge of:

- Warehouse procedures, requisitions, purchase orders, invoices and delivery slips.
- Methods used in receiving, storing, issuing and inventorying.
- Proper loading and unloading of trucks.
- 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 techniques.
- Principles and practices of providing work direction to others.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- 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:

- Lead, 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.
- Understand and follow oral and written instructions.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Lift and carry heavy loads.
- Work with minimal supervision and perform independent tasks.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of increasingly responsible experience in a warehouse or storekeeping environment involving the receiving, storing and issuing of supplies.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License.
- Possess and maintain a 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.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Hearing to communicate in the warehouse environment.
- Climbing on ladders.

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.

