



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 41-2021/22
 DOCUMENT NO. 13-2021/22
 DATED 04/21/2022

<u>SUPERVISOR – DISTRICT WAREHOUSE</u>	
DEPARTMENT/SITE: Purchasing/Warehouse REPORTS TO: Director – Purchasing	SALARY SCHEDULE: Supervisory Unit SALARY RANGE: 9 WORK YEAR: 12 Months (261 Days) FLSA: Exempt

PURPOSE STATEMENT:
 Under the general direction of the Director of Purchasing, the Supervisor – District Warehouse plans, organizes and participates in the operations and activities of the District's centralized warehouse, which receives and distributes all stock and non-stock items that are purchased for the district. The Supervisor – District Warehouse assures warehouse activities meet site needs and distribution timelines; trains, supervises, and assists in the evaluation of performance of all assigned personnel.

DISTINGUISHING CHARACTERISTICS:
 The Supervisor – District Warehouse is responsible for overseeing and participating in the day-to-day operation of the District's centralized supply warehouse and supervising assigned warehouse personnel. This class differs from the Warehouse Technician which is responsible for leading and participating in the day-to-day activities of the centralized supply warehouse operations and the Warehouse Assistant which is the entry-level class in the series responsible for receiving, storing, picking, and daily transport of items to and from the district warehouse. The Supervisor-District Warehouse is also distinguished from the Supervisor – Child Nutrition Warehouse which is assigned to the central food production center and work is typically performed for the Child Nutrition department to receive, store, and distribute food and related products.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Attends and participates in department meetings; plans and executes ongoing safety training for Warehouse personnel.
- Conducts physical inventories and cycle counts to verify stock and identify losses; researches discrepancies on orders (e.g., overages, shortages, duplicates) to correct errors and/or return damaged or incorrect items to vendors; makes appropriate adjustments in the system.
- Coordinates with site staff for the pickup of district permanent records and shredding; schedules warehouse staff for pick-up and storage.
- Establishes routes and schedules orders for delivery and pick-up for school sites and district satellite offices to ensure the optimum efficiency of warehouse services; schedules district mail deliveries; schedules pick-ups for stock and non-stock items for vendor/stock returns; adjusts financial system to reflect correct inventory.
- Identifies fixed assets for barcoding of district property and assists in inventory controls.
- Observes health and safety regulations; maintains warehouse in a clean, safe, and orderly condition.

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- Operates a computer and assigned software, including the district's financial software system to perform various job duties such as shipping and receiving, stock inventory, asset compliance, vendor history and purchase order history.
- Operates and demonstrates use of specialized warehouse equipment as necessary; assures proper and routine maintenance and servicing of warehouse vehicles and equipment. Plans, organizes, and participates in daily warehouse operations and activities, including the receipt, documentation, storage, safety, and distribution of all district supplies, such as but not limited to, technology, textbooks and any other products ordered throughout the district.
- Prepares a variety of reports, schedules, and procedures as required; maintains a variety of records, logs, documents, and policies pertaining to storage, equipment usage and maintenance costs, inventory, and supplies.
- Recommends and assists in the implementation of department goals and objectives, and policies and procedures.
- Supervises the processing of requisitions and requests for returns (RTVs) for all stock and non-stock items; maintains proper stock levels to meet site needs; responds to inquiries from a variety of internal and external services.
- Trains, supervises, and assists in evaluating the performance of assigned warehouse employees; assigns workloads to warehouse workers and adjusts deliveries to accommodate district priorities.
- Works on special projects as assigned.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the district, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Practices and terminology used in warehouse operations
- Warehousing, and shipping and receiving procedures
- Use and terminology of requisitions, purchase orders, invoices, bill of lading and other warehouse documents
- Operation of equipment used in the receipt, storage, and shipping of materials, commodities, and equipment
- Use of proper storage, lifting, filing, record keeping, and reporting techniques
- General space utilization, and inventory control methods and practices
- Computer, assigned software and other standard equipment to perform duties of warehouse operations
- Basic health and safety regulations as it pertains to industry standards for warehouse operation
- Perform mathematical computations for an efficient operation
- General principles and practices of supervision and training of assigned personnel
- Oral and written communication skills, and interpersonal skills using tact, patience, and courtesy

Skills and Abilities to:

- Strong leadership and supervisory skills
- Plan, organize, oversee, and participate in the operations and activities of the district's centralized warehouse
- Train, supervise, and assist in the evaluation of performance of assigned personnel, and provide clear expectations to assigned personnel

- Receive, store, ship, and deliver materials, supplies and equipment to various locations in a timely manner
- Establish and maintain effective storekeeping procedures
- Operate a variety of warehouse material handling equipment including a forklift, pallet jack, hand truck, etc.
- Operate a computer and use assigned software with proficiency
- Utilize space efficiently and effectively
- Oversee and participate in maintaining and recording inventory
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Work independently with little direction
- Understand and effectively resolve issues, complaints, or problems
- Prioritize and schedule workloads and assignments
- Meet schedules and timelines
- Maintain records and files, and prepare reports
- Perform mathematical computations accurately
- Establish and maintain cooperative and effective working relationships with others
- Communicate, understand, and follow both oral and written directions effectively
- Observe health and safety regulations
- Maintain certifications and ongoing training

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; training, supervising, and assisting in the performance evaluation other persons within the work unit; exercising general supervision over the warehouse, central receiving, and records retention, and property control; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact the district's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High school diploma or equivalency.

EXPERIENCE REQUIRED:

Four (4) years of progressively responsible experience performing a variety of warehouse related duties in a high-volume distribution center environment involving receiving, order entry and fulfillment, inventory control and analysis, and which includes two (2) years in a lead or supervisory capacity. An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills, and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License to participate in the required activities of the district's centralized warehouse.
- Valid Forklift Operator certificate (must obtain within 6 month from the date of hire)

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:

- Criminal Justice and FBI Fingerprint Clearance
- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam (D) through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

ENVIRONMENT:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to dust, fumes, odors, and temperature variations.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer and a variety of equipment
- Hearing and speaking to exchange information
- Seeing to operate a computer, read a variety of materials, monitor warehouse operations, and drive a vehicle.
- Sitting or standing for extended periods of time
- Walking
- Regularly lift, carry, move, push and/or pull up to 50 pounds and occasionally lift, carry, move, push and/or pull up to 100 pounds with assistance
- Frequent climbing and balancing
- Reaching overhead, above the shoulders and horizontally
- Bending at the waist, kneeling, squatting, and crouching
- Heavy physical labor

HAZARDS:

- Working around and with machinery having moving parts