

LEAD WAREHOUSE WORKER

DEFINITION

Responsible for warehouse operations which include receipt, storage, issuance and delivery of equipment and supplies. Maintains college vehicles, identifies minor mechanical malfunctions and contacts repair service when necessary. Uses computerized programs for inventory control and recordkeeping.

SUPERVISION EXERCISED AND RECEIVED

Supervision received by the Director of Facilities.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Maintains security and safety in relation to warehouse contents and operational procedures.

Assists in meetings with vendors and finalizing orders for recommended custodial products.

Stores and disperses custodial supplies and equipment.

Monitors custodial supply accounts and completes work orders for required deliveries.

Stores and provides for delivery of forms, catalogs, paper, supplies, furniture, and equipment.

Maintains and ensures availability of a safe operable vehicle fleet for college services.

Coordinates and oversees contracts with vehicle rental agencies.

Leads the annual inventory of the warehouse.

Oversees the delivery and distribution of supplies, materials and logging/tracking of information into database system.

Makes deliveries when necessary.

Regulates routing of express delivery packages.

May act as back-up for mailroom personnel.

Operates warehouses motorized equipment and vehicles.

Selects, trains, evaluates and maintains schedules of student workers.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Safety laws related to equipment, vehicles, and supplies.

QUALIFICATIONS (continued)

Recordkeeping and inventory control.

Word processing, spreadsheet and database software.

Basic preventative maintenance standards for fleet services.

Warehousing operations and shipping and receiving practices.

Mechanical operations of motorized vehicles and tools.

Space planning and utilization.

Ability to:

Maintain and repair vehicles.

Input data entry and keep accurate records.

Order, receive, deliver, track and distribute supplies.

Write work orders, prepare invoices and monitor accounts.

Schedule work and maintain event calendar for special projects.

Learn safety laws and maintain OSHA standards.

Resolve problems and effectively communicate with outside agencies, vendors and staff.

Follow complex written and oral instructions.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

Minimum Qualifications:

High School Diploma or equivalent.

Three years of increasingly responsible experience in warehousing activities, inventory control and analysis, purchasing principles, forklift operation and delivery of supplies and materials.

One year of experience leading the work of others.

License:

Possession of a valid California class C driver's license.

PHYSICAL REQUIREMENTS:

Ability to work in a noisy environment.

Standing, stooping, bending and lifting or pushing fifty (50) pounds.

Climb ladders.