

ORANGE UNIFIED SCHOOL DISTRICT

WAREHOUSE SUPERVISOR

DEFINITION

Under direction, to plan, organize, coordinate and supervise the District warehousing and distribution operation; to supervise and evaluate the performance of warehouse and delivery personnel; and to do other related work as required.

ESSENTIAL DUTIES

- Supervise, coordinate and participate in the receiving, inspection and storage of a variety of supplies, materials and warehouse goods.
- Coordinate the follow-up of shortage, damage and shipping discrepancies.
- Continuously review and evaluate warehousing and distribution operational procedures to ensure an effective and efficient operational mode.
- Plan, organize and coordinate the warehouse space layout and the allocation of storage space and facility usage.
- Inspect the warehouse facility and equipment to ensure adherence to appropriate safety and preventative maintenance standards.
- Plan and conduct inventory reviews in maintaining appropriate inventory stock levels, and to be able to adequately meet warehouse consumer needs.
- Plan, develop, implement and maintain manual and computerized record management, storage and retrieval systems.
- Plan, organize and conduct personnel orientation and in-service training programs. Operate a variety of warehouse distribution equipment.
- Compile, prepare and present oral and written management reports.
- Review, monitor and evaluate the performance of warehouse and delivery personnel.
- Prepare the warehouse preliminary budget for supplies, material and equipment.
- Monitor, coordinate, and supervise the District surplus and excess item program.
- Work closely with the Purchasing unit in evaluation warehouse bids specification and vendor recommendations.
- May drive a delivery vehicle in emergency situations.

QUALIFICATIONS

Knowledge of:

Principles, methods and trends of warehousing, distribution and stock control;
Techniques and strategies of organization, supervision and personnel appraisal and evaluation;
Education materials, supplies and equipment;
Inventory planning and control systems and procedures;
Safety and security practices and procedures.

Ability to:

Plan, organize and implement effective and efficient warehouse and distribution operational procedures;
Establish and maintain an accurate and effective data management, storage and retrieval system;
Effectively control warehouse equipment, materials and supplies;
Compile and present concise and comprehensive management reports;

ORANGE UNIFIED SCHOOL DISTRICT

WAREHOUSE SUPERVISOR - Page 2 of 2

Understand and carry out oral and written directions with minimal accountability controls;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in warehousing, distribution and stock control, including one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work or training in warehousing, distribution and stock control.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.