

Lead Warehouse Worker

Purpose Statement

The job of Lead Warehouse Worker is done for the purpose of providing support and oversight for warehouse operations with specific responsibilities for coordinating and directing assigned warehouse workers; processing mail, materials, equipment, food and supplies to and from schools, District offices and other agencies; planning and maintaining required inventory levels; ensuring specifications, quantity and quality of receipt and distribution orders are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Assigned Supervisor

Essential Functions

- Inspects incoming goods/stock with tracking labels and researches discrepancies on orders and/or invoices for the purpose of ensuring the conformity of purchase orders/packing lists, reporting shortages and other discrepancies, correcting errors and/or returning damaged/incorrect items to vendors.
- Processes and maintains a variety of manual and electronic documents, files and records relating to central warehouse inventory, receipt and delivery for the purpose of documenting and disseminating information and/or materials to appropriate parties.
- Leads various warehouse inventory duties for the purpose of ensuring the accuracy of ordering and delivery, verifying stock, identifying losses, and meeting the warehouse need of District.
- Monitors the receipt of stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.
- Orders equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Oversees the maintenance of delivery vehicles by checking the vehicle maintenance reports for the purpose of ensuring vehicles are safe for loading, unloading and transporting mail, District property and goods.
- Assists in overseeing the daily operations of the warehouse department for the purpose of ensuring functions are performed efficiently and in compliance with District policy, laws and regulations.
- Analyzes operations and provides feedback regarding warehouse operations to ensure a safe working environment.
- Works closely with all District departments and sites by overseeing multiple projects and interlinked timelines to effectively plan and implement warehouse services.
- Participates in the selection, assignment and orientation of Warehouse Worker/Delivery Drivers for the purpose of developing knowledge of warehouse operations and safety skills to ensure the warehouse staffing needs and services are met.
- Picks up and delivers a variety of items for the purpose of addressing staff shortages and distributing items between schools, District office and to/from assigned locations.
- Plans and organizes warehouse/delivery driver assignments for the purpose of maintaining a smooth and high standard of safety and efficiency of warehouse operations.

- Responds to inquiries from District staff, city employees, vendors, USPS, UPS and/or FedEx for the purpose of providing information and/or direction and initiating resolutions to problems.
- Supports warehouse personnel as needed for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
- Monitors warehouse personnel certifications and training to ensure compliance is met.
- Performs functions of a Warehouse Worker/Delivery Driver as needed for the purpose of ensuring the warehouse and delivery needs of the District are met in a safe and timely manner.

Other Functions

- Performs reasonably related duties as assigned for the purpose of supporting other personnel in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in warehouse operations; operating standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: materials handling procedures; inventory techniques; warehouse equipment and vehicle maintenance; basic computer use; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; adapting to changing work priorities; writing and communicating clearly; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Forklift certificate is preferred.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Forklift Certificate
Valid Driver's License

Clearances

Criminal Background Clearance
DMV H6 with application materials
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

July 23, 2024

Salary Grade

Range 9