

# MT. DIABLO UNIFIED SCHOOL DISTRICT

## Warehouse Supervisor

### SUMMARY DEFINITION:

Under direction of the Director of Purchasing & Warehouse, the Warehouse Supervisor supervises, implements, and maintains all district warehouse department operations, including the filling, distribution, and receiving of goods and materials through the Purchasing Department. The Supervisor is responsible for stores and central receiving operations, manages surplus, and managing fixed asset inventories.

### Directly Responsible To:

Director of Purchasing & Warehouse

### Supervision:

Lead Warehouse Worker  
Warehouse Attendant Truck Drivers  
May supervise other assigned staff

### EXAMPLES OF DUTIES (to include, but not limited to):

**E: Essential Functions** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the fundamental job elements).

- Plans, organizes, schedules, and directly supervises the work of warehouse employees **E**
- Distributes items in accordance with schedules **E**
- Ability to maintain positive, effective relationships with public, vendors, and staff
- Ability to utilize a database, spreadsheet, and processing software in order to create and run reports, analyze data, and maintain records
- Operates warehouse machinery such as forklifts and delivery trucks **E**
- Advises, maintains, and verifies purchase order specifications **E**
- Maintain the in's and out's of fixed assets, following proper receiving a disposal of fixed assets both physically and in district software **E**
- Storing and distribution of district equipment and supplies, including maintaining district available surplus website **E**
- Works with private companies and public agencies in handling of surplus furniture and equipment, including proper e-rate disposal **E**
- Oversees paper and data flow including billing and modifications thereof between district warehouse and all sites of Warehouse Stores Orders
- Evaluates, disposes of, receives and distributes district surplus furniture, equipment commodities, and supplies **E**
- Responsible for moving furniture, supplies and equipment within the district **E**

- Maintains district Stores Catalog
- Attends job-related meetings and activities specified by the Director of Purchasing & Warehouse
- Resolve issues regarding damaged items, incomplete or partial vendor shipments, tracking lost or missing shipments, and the authorization of payments to vendors
- Performs additional duties as assigned by the Director of Purchasing & Warehouse
- Perform those duties and responsibilities, including supervisory and advisory duties as assigned by the Chief Business Officer and/or Superintendent

**KNOWLEDGE AND SKILLS:**

- Knowledge of warehouse practices, procedures, materials handling, inventory control
- Knowledge of computerized creation, modifications, and billings
- Knowledge of receiving, storing, and shipping techniques
- Knowledge of the principles and practices of supervision
- Skills in scheduling and directing the work of others
- Skills in the operation of warehouse machines, such as forklifts, delivery trucks, and scanners
- Knowledge of school district operations and procedures.

**ABILITY TO:**

- Ability to maintain effective relationships with the public, vendors, and staff
- Ability to utilize a database, spreadsheet, word processing and other technology to create and run reports, analyze data and keep records
- Ability to exhibit the qualities of leadership essential to the successful administration of a school district warehouse
- Ability to exercise good judgment and tact.
- Ability to cope with crisis and emergency situations.
- Ability to initiate and coordinate programs and projects.
- Ability to train and supervise selected staff.

**Minimum Qualifications:**

Any combination of experience and training that would likely provide the required knowledge and skills in qualifying, which could include:

- The equivalent of two years of college or more with courses in business and accounting is desirable
- Four years of responsible warehouse experience involving the receipt, storage and issuance of supplies and equipment.
- Two years of lead or supervisory experience, including directing and overseeing the work of others
- Possession of a valid CA driver's license at the time of application and throughout employment in a position in this classification
- Possession of an appropriate CA Operator's License issued by the California Department of Motor Vehicles; ability to possess certification as a Forklift Trainer in accordance with OSHA Regulation *29 CFR 1910. 178(2)(iii)* is required

**Working Environment:**

Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store supplies. Reading, writing, operating computer keyboard.

**Physical Abilities:**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift and carry objects weighing more than 55 pounds.

Salary Range: DMA, Classified Range 5

261 days

Board Effective Date: