



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## ASSISTANT WAREHOUSE MANAGER (Maintenance)

### GENERAL RESPONSIBILITIES

The position is responsible for assisting the Warehouse Manager with the day-to-day operations of the Maintenance Services warehouse. This includes but is not limited to utilizing computer-based programs to prepare and maintain detailed records relating to inventory movement and accountability, the ordering, receiving, processing, stocking, and distribution of materials.

### ESSENTIAL FUNCTIONS

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Receive, inspect, and store all standard storeroom stock and special-order parts.
- Assist in tracking a large and diverse inventory (over 4000 parts) and maintain proper stock levels by devising appropriate reorder lead times and amounts to assure adequate quantities are available for issue.
- Monitor delivery schedules and coordinate adjustments with staff as needed.
- Obtain quotes and negotiate comparative prices, verify contract rates and terms, order parts from vendors, and work within budget constraints.
- Utilize purchase card in transacting for stock and special items, comply with all program documentation and reconciliation requirements.
- Utilize basic computer skills with the ability to use typical office programs.
- Utilize computer-based storeroom operations program and is thoroughly versed in its capabilities and limitations.
- Ensure that all inventory transactions are properly documented in accordance with standard operating procedures.
- Issue parts and equipment to craftsmen and building managers.
- Serves as acting Warehouse Manager in their manager's absence.
- Possess thorough knowledge of all parts in the warehouse inventory.
- Conduct complete inventories as well as weekly cycle counts.
- Utilize a basic knowledge of bar-coding procedures.
- Track keys for all Maintenance Services vehicles and VBCPS facilities.
- Operate forklift and other basic lifts and labor-saving devices.
- Practice safe warehouse procedures, identify potential hazards, and recommend improvements to standard procedures.
- Issue shared equipment maintained in the storeroom.
- Maintain the storeroom in a neat, orderly, and efficient fashion.
- Perform related tasks as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of storeroom/warehouse and inventory practices; ability to count and inspect a variety of stores and materials accurately and thoroughly; ability to maintain financial records; ability to operate forklift and common storehouse/warehouse equipment; computer knowledge as it pertains to inventory, receiving, and distribution; ability to handle and oversee multiple tasks effectively; establish and maintain effective working relationships with associates; ability to follow oral and written instructions.



**EDUCATION AND EXPERIENCE**

**Required:** High School Diploma or GED and three (3) years of warehouse receiving, and distribution procedures.

**Preferred:** Industry experience in facility maintenance. Inventory control training from an accredited college or trade school. Excellent computer skills.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of warehouse and office equipment, such as, but not limited to forklifts, hand trucks, pallet jacks, box trucks, personal computers, calculators, copiers, and fax machines. Frequent walking, standing, grasping, repetitive motion, reaching, and driving. Occasional sitting, bending, stooping, balancing, crouching, and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, exposure to chemicals, moving mechanical parts, etc., and/or loud noises. Ability to lift up to 50 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

Forklift Operator's Certification must be obtained within 90 days of employment.

Regular and reliable attendance is an essential function of this position.