



## **WAREHOUSE MANAGER**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Fleet Manager, the position is responsible for directing the operation of the fleet maintenance facility storeroom to include, ordering, receiving, stocking, recordkeeping, and distribution of materials; utilize computer-based programs to prepare and maintain detailed records relating to inventory movement and accountability.

### **ESSENTIAL FUNCTIONS**

(The examples of essential functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.)

- Oversee, and participate in a transportation focused storeroom operation.
- Track a large and diverse inventory and maintain proper stock levels by developing appropriate reorder lead times and amounts to assure adequate quantities are available for fleet services operations.
- Obtain quotes and negotiate comparative prices, 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 purchasing software and other procurement tools to accomplish purchases outside of the purchase card program, i.e., initiate requisitions, approve requisitions, etc.
- Demonstrate budget consideration when placing orders for requested parts.
- Supervise the use and development of computer-based fleet maintenance and inventory control programs associated with the storeroom operation.
- Issue parts and equipment to fleet personnel, i.e., operators, technicians, etc.
- Ensure that all inventory and storeroom transactions are properly documented and audited in accordance with standard operating procedures.
- Oversee the receipt and dispersal of materials entering or leaving the storeroom.
- Initiate requests for stock item replenishment.
- Initiate periodic inventories and direct a regular inventory program.
- Develop and participate in barcoding procedures.
- Develop and oversee safe warehouse procedures, identify potential hazards, and develop improvements to standard procedures.
- Issue shared equipment maintained in the storeroom.
- Utilize basic computer skills with the ability to use typical office programs, i.e., Word, Excel, Outlook, etc.
- Operate forklift and other basic equipment and labor-saving devices.
- Assist with providing direction to the Assistant Warehouse Manager.
- 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; thorough knowledge of all types of materials and parts required for light and medium/heavy duty vehicles; general knowledge of the applicable standard grades and qualities of equipment, materials and supplies; ability to prepare and maintain accurate records; 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. Minimum 3 years warehouse experience.

**Preferred:** Industry relevant certification in vehicular repair/inventory control from an accredited college or trade school. Excellent computer skills and considerable experience in warehouse operations. A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order 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. Frequent sitting, walking, standing, grasping, fingering, repetitive motion, and driving. Occasional bending, stooping, balancing, crouching, kneeling, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. 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.  
Licensed in safe forklift driving.  
Regular and reliable attendance is an essential function of this position.