



WAREHOUSE MANAGER
(Maintenance)

GENERAL RESPONSIBILITIES

Under the direction of the Coordinator of Special Projects, this position is responsible for overseeing the day-to-day operations in the Maintenance Services warehouse and assisting in the supervision of staff. 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 TASKS

(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.)

- Work closely with the Assistant Director of Administration and the Coordinator of Special Projects to ensure that the overall responsibilities and goals of Maintenance Services are accomplished.
- Assist with identifying, training, scheduling, prioritizing, and directing the work assignments of Assistant Warehouse Managers to maximize the efficiency of the warehouse operations.
- Monitor delivery schedules and coordinate adjustments with staff as needed.
- Oversee the acquisition, distribution, and maintenance of warehouse equipment used for repairs of facilities throughout the school division.
- Anticipate changes in inventory to maintain consistent and sufficient stock levels.
- 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.
- Supervise the issuance and documentation of warehouse stock to maintenance personnel (i.e., building managers, craftsmen, supervisors, etc.).
- Manage the warehouse vehicle fleet to include assigning vehicles as needed and scheduling vehicle maintenance with the Office of Transportation Services.
- Ensure that accurate and detailed records of warehouse operations are created and maintained to include the work order management system, inventories, receipts, delivery, and vendor payments.
- Initiate periodic inventories and direct a regular inventory program.
- Maintain a clean and orderly warehouse with special attention to safety, security, efficiency, and space management.
- Oversee uniform inventory process to include purchase, distribution, and replacements.
- Assist with providing input for annual staff evaluations.
- Conduct meetings with assigned staff to disseminate information and discuss matters.
- Evaluate new technologies to improve efficiency and effectiveness.
- Participate in the interview process as requested.
- Perform related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a working knowledge of modern warehouse and inventory practices; thorough knowledge of all types of materials and parts required for the school division's operations; general knowledge of the applicable standard grades and qualities of equipment, materials, and supplies; ability to prepare and maintain accurate records; ability to plan and assist with leading the work of others; ability to establish and maintain good working relationships with associates and vendors; ability to prepare reports and maintain accurate records.



EDUCATION AND EXPERIENCE

Required: High School Diploma or GED and five (5) years of experience in warehousing, 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.

FLSA status: Non-exempt	Description: Rev. 10/08, 3/22, 6/22
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