



WAREHOUSING AND DISTRIBUTION TECHNICIAN

GENERAL RESPONSIBILITIES

The position is responsible for receiving, storing, distributing and maintaining curriculum materials, textbooks, and blood borne pathogen supplies stored in the Distribution Center.

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.)

- Manage the receiving, distribution, and inventory of textbooks; conduct quarterly inventory of supplies to ensure proper stock levels are maintained.
- Work closely with various offices to manage, store, inventory, and distribute materials.
- Utilize Hayes Software Systems (TIPWeb) application for all textbook transactions.
- Coordinate the pick-up and delivery of textbook orders throughout the division.
- Conduct quarterly inventory of blood borne pathogen supplies and work closely with the Office of Student Leadership to receive, distribute, and rotate stock utilized by clinics and custodians.
- Receive, store, and process for the delivery of supplies, equipment and materials via School Dude (Inventory Direct/Maintenance Direct).
- Utilize Buyspeed to receive and document materials processed through the Distribution Center.
- Verify completed work orders and attach signed document(s) to corresponding work order numbers.
- Reassign work orders from the Library Processing Center for delivery to school libraries.
- Maintain a clean and orderly Distribution Center with special attention to safety and security.
- Operate forklifts, material handling equipment, and delivery trucks as needed.
- Provide assistance and instruction in warehousing and distribution techniques to instructional personnel who utilize the Distribution Center.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have knowledge of modern warehousing, distribution, and inventory practices, and a thorough knowledge of all types of materials and supplies required for school division operations. Must have a general knowledge of the applicable standard grades and qualities of equipment, materials and supplies. Must have the ability to operate computer equipment and utilize Microsoft Office programs. Must have the ability to prepare and maintain accurate records and establish and maintain good working relationships with colleagues.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Considerable experience in warehousing and delivery.

Possession of a valid driver's license.

Commercial Driver's License (CDL) with an airbrake endorsement must be obtained within 90 days of employment, if not obtained within 90 days of employment, contract will be terminated.

Forklift operator's certification must be obtained within 90 days of employment, if not obtained within 90 days of employment, contract will be terminated.

Preferred:

CDL License with an Airbrakes Endorsement

A comparable amount of training and experience maybe 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. Physical capability to effectively use and operate various items of warehouse and office equipment, such as, but not limited to forklifts, hand trucks, pallet jack, box truck, personal computer, calculator, copier, and fax machine. Frequent walking, standing, grasping, repetitive motion, reaching, and driving. Occasional sitting, bending, stooping, balancing, crouching, climbing, and fingering. 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 occasionally. 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

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