

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – WAREHOUSING SERVICES

BASIC FUNCTION:

Under the direction of the Manager-Purchasing Services, organize and direct the activities and operations of the warehouse and mailroom operations; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of warehouse and mailroom; participate in the development and implementation of departmental policies and procedures; make recommendations regarding proper storage, inventory and warehousing procedures and improvements in warehouse efficiency; assist in the preparation of an assigned budget including payroll, supplies and maintenance of equipment.

Supervise and participate in the receipt, storage, and issuance of supplies and equipment, including surplus and salvage property; receive and processes requests for materials and supplies, and coordinate timely deliveries; assure the re-packing and return of damaged or defective supplies or materials.

Prepare and maintains inventory records and logs; identify, document, and tag supplies for control purposes; assist with the preparation and recommendation of inventory control policies and procedures;

Research, analyze, and recommend changes in warehouse procedures; dispose of microfilmed records according to established procedures.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; prepare schedules and staffing assignments.

Coordinate, process and deliver United States mail, intra-office mail, and other printed and packaged material within the County Office of Education; prioritize and schedule mail processing and delivery.

Schedule the delivery of US mail to post office; ship parcels and packages using certified mail, UPS, Federal Express or trucking companies as directed.

Enforce security and safety procedures; assure security by providing inventory controls and reviews and revises safety procedures in conjunction with Office safety officers.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities,

resolve issues and conflicts and exchange information.

Coordinate and participate in the performance of periodic and annual inventories and storage functions in the warehouse; conduct inventories; coordinate the collection, storage and sale of surplus and obsolete furniture, equipment and materials; maintain the fixed asset system.

Supervise the service and maintenance of warehouse vehicles and equipment, including forklifts, pallet jacks and dollies; drive a vehicle to various district sites and operate warehouse equipment as necessary.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Warehouse operations, procedures, equipment and terminology.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Methods, practices and procedures used in the receipt, processing, storage, pick-up and delivery of mail and materials.

Proper methods of storing equipment, materials and supplies.

Annual and periodic inventory techniques.

Traffic laws, defensive driving techniques and rules of the road.

Standard mailroom equipment.

Principles and practices of supervision and training.

Proper loading and unloading of trucks.

Space utilization and inventory techniques.

Proper operation of warehouse equipment including forklifts, hand trucks and pallet jacks.

Health and safety regulations.

Basic math.

Operation of a variety of office equipment including a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Applicable laws, rules and regulations related to warehouse operations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize, coordinate, supervise and participate in the operations and activities of a warehouse.

Receive, store, ship and deliver materials, supplies and equipment to various locations.

Coordinate, process and deliver United States mail and other printed and packaged material.

Drive a vehicle to various locations to pick up and deliver mail, packages and various materials.

Train, supervise and evaluate personnel.

Assure proper and timely collection and distribution of supplies and materials.
Operate a forklift, pallet jack and other equipment utilized in the warehouse.
Utilize space efficiently and effectively.
Load, unload, collect and distribute supplies and materials.
Take inventory and maintain accurate control systems.
Establish effective store-keeping procedures.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.
Prioritize and schedule work.
Plan routes for destination.
Maintain records and prepare reports.
Observe legal and defensive driving practices.
Observe health and safety regulations.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years responsible warehouse work involving receipt, storage and issuance of supplies and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid Forklift Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

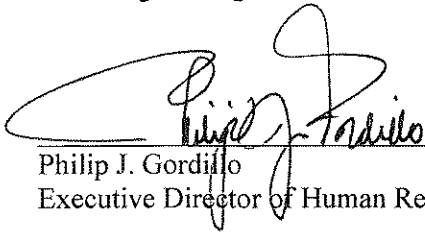
PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of warehouse equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Walking.
Lifting, carrying, pushing and pulling heavy objects.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.


Philip J. Gordillo
Executive Director of Human Resources

01/11/2012
Date

Approved by Personnel Commission: June 23, 2011

Revised: 01/11/12