

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Warehouse Person, Lead

BASIC FUNCTION:

To coordinate, organize, oversee, and participate in the receipt, storage, delivery, inventory, and distribution of supplies, materials, and equipment and to maintain related records and files. Employees in this classification receive general supervision within a framework of standard policies and procedures. Employees in this classification assist in directing, coordinating and monitoring the work of others. This job class performs a variety of manual and responsible specialized functions in a lead capacity. This job class requires attention to details, initiative, and organizational skills.

REPRESENTATIVE DUTIES:

TYPICAL DUTIES:

Organizes, controls and oversees the receipt, storage, issuance and processing of requests for materials, supplies, and equipment and the receipt and issuance of services

Ensures program and department needs are met, as well as the timely coordination of deliveries and the repacking and return of damaged or defective supplies or materials

Reviews, evaluates and coordinates responses to material and service requests

Oversees the surplus property program, including the review of fixed assets, stores and other surplus items; dispose of obsolete items

Oversees and participates in the receipt, unpacking, and inspection of incoming supplies and equipment; checking for damages as well as conformity to purchase orders and packing slips

Contacts vendors on shortages, overages, or misidentified items received

Oversees and participate in the distribution of materials, supplies, and equipment; filling requisitions, loading and unloading cargo, and scheduling deliveries in a timely manner

Inputs information using a desktop computer to update stock levels, post receipts, and process over the counter issues in the absence of the Administrative Assistant

Establishes and maintains records and prepares routine reports related to warehouse stock and equipment

Coordinates operational work flow; and monitoring the work of others as necessary

Oversees and participates in the pickup and delivery of supplies and equipment on a routine basis and as requested

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

Makes recommendations regarding proper storage, inventory and warehousing procedures and improvements in warehouse efficiency

Maintains time records of assigned staff

Oversees and participates in the maintenance of the warehouse facilities and equipment in a clean, safe, and orderly condition

Monitors warehouse operations to ensure that all fire prevention and pest control standards are met

Assists in the receipt, storage and disposal of surplus or unserviceable equipment

Maintains good public relations with customers

Compiles lists of serviceable used equipment and supplies to be published and circulated to all activities for possible redistribution

Initiates "hidden damages" freight claims

Maintains and disposes of official SCCOE records

Insures conformance to established safety practices

Secures warehouse and compound on a daily basis

Trains subordinate staff as assigned

Operates delivery truck, forklift and other warehouse tools and equipment

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

Services vehicles with gas, oil and other fluids

Oversees all warehouse functions in the absence of the warehouse supervisor

Delivers and picks up interoffice mail and educational materials

Performs related duties as required.

EMPLOYMENT STANDARDS

POSSESSION OF:

A valid and appropriate California Drivers License

A safe driving record which meets the County Office of Education's insurance requirements

KNOWLEDGE OF:

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

Proper methods of storing, delivery, distribution and disposing of equipment, materials and supplies and

disposing of obsolete items
Elementary principles of preventative maintenance of vehicles
Safety rules and regulations as related to warehouse and delivery operations
Inventory techniques and methods
Safe driving practices and traffic laws
Health and safety regulations.

ABILITY TO:

Ensure the receipt, storage, shipment and delivery of materials, supplies and equipment to various locations
Recommend effective store-keeping procedures
Understand and carry out both oral and written instructions in an independent manner
Successfully maintain appropriate levels of designated stock and inventory
Use space efficiently and effectively
Plan routes for destination
Safely operate a variety of warehouse tools and equipment including delivery vehicles, forklifts, hand trucks, pallet jacks and furniture dollies
Prepare routine reports related to warehouse operation
Direct and monitor the work of others in a lead capacity
Perform accurate arithmetic calculations using basic addition, subtraction, multiplication, and division
Operate a computer and assigned office equipment
Take inventory and maintain accurate control systems, warehouse files and records
Meet the physical requirements necessary for the successful performances of assigned duties
Maintain a work pace appropriate to given workload
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Generally, the required knowledge and abilities would be typically acquired through at least three years of experience performing stock or delivery work in a warehouse or stockroom environment maintaining inventory control systems and procedures.

BARGAINING UNIT:

Operations Support Services (OSS) Unit

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; regular exposure to fumes, dust and odors; subject to driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Lifting, carrying, and/or pushing objects up to 100 pounds; dexterity of hands and fingers to operate a fork lift; seeing to read packing slips, labels and mailing addresses; reaching overhead and horizontally to shelves and retrieve items in high places; standing for extended periods of time; bending at the waist.

Personnel Commission Approval: 08/01/84; 05/13/15

Revised: 07/02/85; 01/86; 05/22/03; 08/21/03; 01/27/05; 01/11/12; 05/08/2015