



## **JOB DESCRIPTION**

**Palm Springs Unified School District**

### **SUPERVISOR – DISTRICT WAREHOUSE**

#### **BASIC FUNCTION:**

Under the direction of the Director of Purchasing, Reprographics and Warehouse, plans, organizes and oversees the operations of the District Warehouse. Supervises the safety and operating procedures for handling and delivering materials, supplies, and equipment to sites; supervises and evaluates the performance of assigned personnel.

#### **ESSENTIAL DUTIES:**

Assures supplies and equipment, are received and delivered in a timely manner; oversees delivery schedules; analyzes operations and recommends improvements to assure an efficient and safe work environment.

Evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, termination and disciplinary actions; trains or assigns training to assigned staff on proper warehouse procedures.

Prioritizes, schedules, assigns and participates in routine and special deliveries of supplies, mail, materials, equipment and furniture; oversee proper filling, marking and delivery of shipments.

Participates in warehouse functions including filling warehouse orders and completion of work requests, assembling furniture, delivering supplies, unloading shipments and other activities as needed.

Participates in warehouse functions including filling warehouse orders, assembly of equipment, delivering supplies, unloading shipments and other activities as needed.

Coordinates and participates in the performance of periodic and annual inventories and storage functions in the warehouse; maintain the District asset inventory; conduct inventories; requisition supplies as necessary and analyze space usage for location of supplies to allow maximum space utilization.

Coordinates and participates in the performance of perpetual and annual inventories and storage functions in the District warehouse; Analyzes space usage for location of supplies and goods to allow maximum space utilization.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Maintains a variety of records and reports pertaining to the operation of the District warehouse; prepares and submits reports and records related to assigned activities as requested.

Oversees the maintenance of the District warehouse to assure clean, orderly, safe and secure operations.

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

Oversees inventory of District equipment, text books, instructional supplies, and liquidation. Supervises and oversees asset recording and tagging, District records retention, efficiency in records storage, processing requests for records and policies.

Supervises and participates in the receiving of supplies and equipment and the inspection of shipments for damage and conformity to purchase order specifications and packing slips; contacts vendors regarding shortages, damaged goods or other discrepancies.

Provides technical expertise, information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Assists in the development and preparation of the annual preliminary budget for the District Warehouse, analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Prepares comprehensive narrative and statistical reports. Directs the maintenance of a variety of reports and files related to assigned activities.

Attends and conducts a variety of meetings, in-service trainings and conferences as assigned.

**OTHER DUTIES:**

Performs 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.  
Principles and practices of supervision and training.  
Proper methods of storing equipment, materials and supplies.  
Hazard Analysis Critical Control Program (HAACP).  
Annual and perpetual inventory techniques.  
Proper rotation of products, including First In-First-Out Method.  
Proper loading and unloading of trucks.  
Space utilization and inventory techniques.  
Proper operation of warehouse equipment, vehicles and tools; health and safety regulations.  
Budget preparation and control.  
Applicable laws, codes, regulations, policies and procedures.  
District rules, regulations, policies and procedures.  
Operation of a variety of office equipment, a computer and assigned software.

**ABILITY TO:**

Plan, organize and direct the activities and operations of the District Warehouse.  
Train, supervise and evaluate personnel.

Establish effective store-keeping procedures.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action.  
Establish and meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Oversee the maintenance of a variety of reports and files related to assigned activities.  
Drive a vehicle to conduct work as assigned.  
Work with constant interruptions.  
Work with detailed information/data.  
Resolve problems with tact and proficiency.  
Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities, and sexual orientation of teachers, administrators, and staff.  
Maintain consistent, punctual and regular attendance.

### **EDUCATION AND EXPERIENCE:**

Four years of increasingly responsible warehouse, store-keeping, or stock control experience, including at least two (2) years of supervision experience.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Warehouse environment.  
Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Sitting, standing or walking for extended periods of time.  
Exposure to extreme temperatures.  
Lifting, carrying, pushing and pulling heavy objects.  
Dexterity of hands and fingers to operate a computer keyboard and various warehouse equipment.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling and crouching.  
Seeing to read a variety of documents.  
Climbing ladders to reach or inventory supplies and equipment.  
Hearing and speaking to exchange information.  
Working in Extreme Heat.

### **HAZARDS**

Working around and with machinery having moving parts.  
Working at heights.  
Fumes from vehicle and equipment operation.

### **Required Testing**

None Specified

### **Certificates**

Valid Driver's License and Evidence of Insurability  
Valid Forklift Certification

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board policy on Evaluation of Management/Confidential employees.

FLSA Status

Exempt

Bargaining Unit

Classified Management

Salary Range

15

BOE Approval Date

January 22, 2019