

## **NOVATO UNIFIED SCHOOL DISTRICT**

**TITLE:        WAREHOUSE MANAGER & DISTRIBUTION SPECIALIST**

**SALARY:     RANGE 31 – CLASSIFIED SALARY SCHEDULE**

### **BASIC FUNCTION:**

Under the direction of an assigned administrator, perform a variety of duties related to the shipping, receiving, storing and issuing of goods including supplies, equipment, testing materials and food; drive a vehicle to various locations along assigned routes to deliver goods; prepare and maintain related records and reports.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods including supplies, equipment, mail and food; ensure supplies, equipment, testing materials, and food are delivered in a timely manner.

Drive a vehicle to various locations along assigned routes to deliver goods; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.

Receive, unload and inspect shipments for damage and conformity to purchase order specifications and packing slips; receive, file and submit receipts for delivered goods; review shipments for accuracy; contact vendors regarding shortages, damaged goods or other discrepancies; submit claim forms for damaged or lost items.

Prepare and maintain a variety of records and reports related to purchase orders, deliveries and assigned activities; establish and maintain filing systems.

Shelve and store items received in the appropriate section of the warehouse; place food items in appropriate storage as required ensure food shipments are not spoiled or damaged.

Fill and process requisitions; pull, pack and ship items or supplies to various locations according to established procedures; monitor stock levels; review and verify accuracy of orders; assist in ordering equipment and supplies as necessary.

Operate a variety of warehouse equipment including forklifts, pallet jacks and dollies; operate a variety of office equipment including a calculator, copier, computer and assigned software.

Coordinate receipt and distribution of textbooks, testing materials and other instructional materials as assigned by the position; transfer library textbooks as needed.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to purchase orders, deliveries, discrepancies and inventory. Assemble and organize equipment and supplies at delivery sites as directed; ensure proper operation of equipment as assigned.

Maintain warehouse in a clean, orderly and safe condition.

**August 2018**

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- ▶ Basic methods, practices and terminology used in warehouse operations.
- ▶ Traffic laws, defensive driving techniques and rules of the road.
- ▶ Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.
- ▶ Proper loading and unloading of trucks.
- ▶ Shipping and receiving procedures.
- ▶ Operation of equipment used in the receipt, storage and shipping of supplies, food, materials and equipment.
- ▶ Proper methods of storing equipment, materials and supplies.
- ▶ Proper lifting techniques.
- ▶ Basic inventory techniques.
- ▶ Health and safety regulations.
- ▶ Record-keeping and filing techniques.
- ▶ Interpersonal skills using tact, patience and courtesy.
- ▶ Oral and written communication skills.
- ▶ Telephone techniques and etiquette.
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary.
- ▶ Principles and practices of data processing.
- ▶ Operation of a computer and assigned software.

**ABILITY TO:**

- ▶ Perform a variety of duties related to the shipping, receiving, storing and issuing of assigned goods.
- ▶ Drive a vehicle to various locations along assigned routes to deliver goods.
- ▶ Operate a forklift and other warehouse equipment.
- ▶ Utilize space efficiently and effectively.
- ▶ Assist in maintaining inventory.
- ▶ Assemble, organize, and prepare data for records and reports.
- ▶ Answer telephones and greet the public courteously.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of reports, records, and files.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Meet established schedules and time lines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience receiving, storing and delivering supplies in a warehouse environment.

**OTHER REQUIREMENTS:**

- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Valid Forklift Certification.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

**WORKING CONDITIONS:****ENVIRONMENT:**

- ▶ Warehouse and outdoor working environment.
- ▶ Seasonal heat and cold or adverse weather conditions.
- ▶ Regular exposure to fumes, dust, dirt, oil/grease and odors.
- ▶ Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- ▶ Dexterity of hands and fingers to operate a variety of office and warehouse equipment.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Seeing to read a variety of materials and perform warehouse duties.
- ▶ Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- ▶ Reaching overhead, above the shoulders and horizontally.
- ▶ Bending, crouching, kneeling and stooping.
- ▶ Walking, standing or sitting for extended periods of time.
- ▶ Climbing ladders and working at heights.
- ▶ Heavy physical labor.

**POTENTIAL HAZARDS:**

- ▶ Driving a vehicle during adverse weather conditions.
- ▶ Working around and with machinery having moving parts.
- ▶ Flying debris or nails.
- ▶ Regular exposure to fumes, dust, and odors.
- ▶ Working at heights.