



WAREHOUSE SUPERVISOR

Reports to: Director, Purchasing and Material Management

Dept: Purchasing and Material Management **Range:** 26

FLSA: Nonexempt **EEO:** Technical/Paraprofessional

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general direction, plan, organize, direct, and supervise warehouse/mailroom operations within the general services division; exercise direct supervision over assigned administrative support staff; and perform related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for receipt and distribution of supplies and materials; implement policies and procedures.
2. Plan, prioritize, assign, supervise, and review the work of staff involved in district warehouse/mailroom operations.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Manage the processing of district mail and interoffice envelopes; establish and maintain mail roster for campuses.
7. Coordinate disposal and prepare required reporting of surplus goods and equipment.
8. Coordinate archive storage retention and destruction.
9. Coordinate the fixed asset management system. Track, maintain and update the physical inventory of District fixed assets; receive, tag, record, update, compile, verify and prepare data

and a variety of reports. Interact with faculty and staff from other departments and coordinate with purchasing, receiving, and accounting staff to ensure the accuracy of asset data.

10. Perform regular physical inventories of District capital assets and resolve discrepancies as needed.
11. Monitor and coordinate the surplus management system and ensure accurate collection and listing of surplus goods and donation equipment. Assist in scheduling equipment pickup with surplus disposal contractor. Monitor and reconcile the receipts for auction proceeds and process payment deposits.
12. Receive incoming capital equipment in the warehouse; inspect for proper quantity, product specification and condition upon arrival; inventory, tag, record and enter receipts into ERP system. Interact with vendors regarding back orders, order and shipping discrepancies and damaged orders; return damaged and incorrect items; perform order expediting.
13. Develop and monitor budgets for various mail and distribution accounts; ensure maintenance and security of the postage meter; maintain mail permits.
14. Oversee receiving incoming and process outgoing shipments; inspection for proper quantity, product specifications and condition upon arrival; perform order expediting services as directed; perform daily delivery and distribution services as directed, including incoming shipments and central stores items, such as paper stock and copy/printing jobs; enter receipts and returns into the PeopleSoft system in a timely and accurate manner; maintain timely and accurate filing systems.
15. Maintain the warehouse and surrounding perimeter to ensure a safe, clean and organized work area; properly store and organize goods and equipment to maximize safe access and space efficiency; ensure proper handling and storage of hazardous materials and other shipments requiring special handling.
16. Ensure timely and accurate collection, listing, disposal and reporting of surplus goods and equipment; work with facilities staff and other district staff to identify, aggregate, list and prepare surplus goods for release of goods for sale, donation or other disposal as directed; prepare accurate and timely itemized surplus lists, including all relevant data and fixed-asset information, and submit to the Director of Purchasing and Material Management for approval; coordinate with surplus disposal contractor to pick up goods; ensure accurate and complete disposal records and corresponding receipts of auction proceeds.
17. Provide timely and accurate communications with vendors, shippers, Purchasing and Material Management staff and other district staff, especially regarding rush orders, late orders, backorders, damaged orders and order/shipping discrepancies; return damaged and incorrect items as directed; advise the appropriate buyer on a timely basis regarding rush orders, late, damaged or incorrect shipments and actions performed to resolve them.

18. Oversee receiving, recording and delivering overnight and priority courier items to appropriate destinations in a timely manner; package and record materials for shipment via independent carriers.
19. Develop, manage and maintain the district's records management system, including inventory, storage, retrieval and destruction activities, as well as preparation of annual records destruction reports for board approval; ensure compliance with records security and confidentiality requirements.
20. Lead coordination and planning with multiple vendors and district staff to execute capital FF&E project logistics; ensure site and delivery coordination, including verification, accuracy and inspection of goods and services.

OTHER DUTIES:

1. Oversee and manage receiving, inspection, storing and distributing warehouse stores items in a timely and organized fashion.
2. Support special project assignments as directed, including building construction and departmental relocations.
3. Coordinate support of other departmental functions as directed.
4. Oversee the delivery of Board meeting agendas and other confidential district documents.
5. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
 2. Principles and practices of mail, records management, fixed asset and surplus disposal operations.
 3. Safety policies and safe work practices applicable to the work; methods of safe handling and storage of hazardous materials and equipment; applicable OSHA, FEMA and other regulations.
 4. Postal regulations and policies and postal metering requirements.
 5. Invoices and purchase orders processing and inventory control and maintenance systems.
 6. Applicable sections of State Education Code and other applicable laws and regulations.
 7. Modern office practices, procedures and equipment.
 8. Basic recordkeeping and database management techniques.
 9. Oral and written communications skills.
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10. Basic math.
11. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary
12. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Learn, interpret, apply and explain applicable rules, regulations, policies and procedures.
 2. Learn and apply applicable sections of the state education code and other applicable laws.
 3. Order, receive, deliver and inventory a broad variety of goods, including equipment, supplies, printed goods, records and mail.
 4. Interpret and explain pertinent postal service and department policies and procedures.
 5. Organize, implement, and direct warehouse operations/activities.
 6. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
 7. Assist in the development and monitoring of an assigned program budget.
 8. Develop and recommend policies and procedures related to assigned operations.
 9. Supervise, train, and evaluate assigned staff.
 10. Use sound judgment in recognizing scope of authority.
 11. Utilize appropriate safety procedures and practices for assigned duties; operate and maintain district mail processing equipment and accessories in accordance with the U.S. Postal Service and district policies and procedures.
 12. Operate and maintain a variety of district vehicles, carts and heavy equipment, including forklifts, pallet movers, cargo trucks, passenger vehicles and electric carts.
 13. Maintain a computer database and perform complex reporting as required.
 14. Prioritize, plan and organize work.
 15. Maintain a wide variety of records and prepare related reports as required.
 16. Conduct arithmetic calculations.
 17. Lift objects weighing up to 100 pounds.
 18. Climb ladders to access storage above floor level.
 19. Meet schedules, timelines, including timely delivery of received goods.
 20. Work confidentially with discretion.
 21. Work independently with little direction.
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22. Communicate effectively, both orally and in writing.
23. Understand and follow written and oral instructions.
24. Operate a computer and standard business software.
25. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
26. Establish and maintain effective working relationships with all those encountered in the course of work.
27. Work beyond normal business hours, attend evening meetings and/or perform weekend work.

EDUCATION AND EXPERIENCE:

An associate's degree from an accredited college with major coursework in business or a related field and four years of increasingly responsible experience in shipping and receiving and/or warehouse operations, including one year providing technical and functional supervision over assigned staff; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Warehouse/Mailroom Specialists and other Warehouse/Mailroom staff, as assigned.

CONTACTS:

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending, stooping and climbing ladders; occasional heavy lifting and carrying of objects weighing up to 100 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily warehouse environment; moderate to heavy physical labor including frequent lifting, carrying, pushing and pulling of objects weighing up to 100 pounds; frequent to constant standing, walking, bending, kneeling and stooping while performing a variety of activities including moving furniture or equipment, etc.; operate electric cart to travel and/or to pick-up/deliver supplies to a variety of locations on campus;; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evenings, weekend and/or holiday hours are required on an as-needed basis; occasional local travel may be requested.