



## David Douglas School District #40 Classified - Job Description

### WAREHOUSE LEAD

Schedule: 12 months per year  
Class: 15

### POSITION PURPOSE

To improve student achievement by directing the workflow of the warehouse operations for continuous improvement in business efficiencies, assigning work, and performing duties related to shipping, receiving, inventory control, and redistribution and recycling of surplus assets.

### NATURE AND SCOPE OF RESPONSIBILITIES

**Essential and other responsibilities and duties may include, but are not limited, to the following:**

- Leads warehouse personnel in the efficient and effective operation of a customer focused distribution operation.
- Trains and oversees work of warehouse staff.
- Coordinates delivery and District mail schedules.
- Perform a variety of warehouse functions to house and control items held by the District in the warehouse including stocking, shelving, filling, and delivering supplies and equipment such as food service supplies, school supplies, janitorial supplies, furniture, and first aid supplies.
- Develops plans and controls that are necessary for handling warehouse transactions to ensure accuracy and integrity of customer orders and of District assets ensuring proper recording of transactions. Maintains overall records of warehouse stock, recording items received in and items delivered to district facilities.
- Backs up the delivery and pickup of inter-district mail.
- Coordinates inventory counts, evaluates and reports on variances, maintains stock inventory, coordinates inventory stocking levels with appropriate departments.
- Ensures warehouse is in a safe, clean, and orderly condition; ensures compliance with safety regulations.
- Provide basic vehicle and equipment maintenance such as filling motor vehicles with fuel, checking oil, minor repairs, and reporting operating condition to appropriate department.
- Interprets and applies rules, policies, procedures, and regulations in reference to warehouse inventory, shipping and/or receiving, and surplus.
- Works as part of a team in setting up furniture for District events such as musical performances.
- Perform other duties, as assigned

### QUALIFICATIONS

**Knowledge of:**

- Principles and procedures of warehousing operations (methods and techniques of receiving and storing equipment, materials and supplies).
- Strategies for delivery of professional and personable customer service.
- Pertinent District, state and federal rules, policies, procedures, and regulations such as health and safety regulations.
- Modern office procedures and practices including written and computerized order processing, Google Calendar and e-mail. Basic knowledge and skill in use of a computer and Microsoft Office applications such as Excel preferred.
- Principles and practices of safe driving techniques and safe operation of warehouse equipment.
- Principles and practices of work organization and simplification,
- Methods, practices, and terminology used in inventory control and materials acquisition techniques of loading and unloading materials.
- Basic mathematical principles.

**Ability to:**

- Develop and maintain procedural systems and controls on computerized and manual systems.
- Work independently with minimal direction; coordinate with peers and supervisors and exercise independent judgment including appropriate decision making concerning work methods, priorities, and timelines to complete assignments.
- Establish and maintain effective working relationships and work harmoniously with others.
- Communicate effectively (both orally and in writing) with students, peers, and staff.
- Coordinate and assist supervisor in evaluating the performance of warehouse employees.
- Receive, inspect, store, monitor, and maintain inventory.
- Safely operate motor vehicles and equipment such as trucks, vans, fork lifts, rolling stock ladders, hand trucks and carts, trailers and pallet jacks.
- Transport and deliver goods and materials to locations on a designated route.
- Maintain physical condition appropriate to the performance of assigned duties.
- Lift up to 100 pounds with assistance, 60 pounds alone.
- Observe legal and defensive driving practices.
- Follow good health and safety principles and practices.
- Possession of, or ability to obtain and maintain, an Oregon Driver's License and a valid forklift certification card.
- Three years of warehouse experience required, preference for experience in a lead role. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be warehouse experience and the equivalent of completion of twelfth grade

**WORKING CONDITIONS:**

- **Environmental Conditions:** Warehouse environment; subject to traveling from site to site; exposure to heat and cold
- **Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for lifting, climbing and crawling; work on slippery or uneven surfaces; operate motorized equipment or vehicles; bend, stoop, kneel, crawl, walk, stand or sit for prolonged periods of time; near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone and other equipment; lift horizontally and vertically.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.