



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

WAREHOUSE SUPERVISOR

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, organize, supervise and participate in warehousing operations and distribution activities including shipping, receiving, processing, storing, maintaining inventory, and issuing of supplies, materials, textbooks, equipment and furniture; maintain record of incoming and outgoing materials, equipment and current stock; support District sites and departments with move and transfer requests; coordinate receiving, processing and delivery of Fixed Assets and technology equipment; train and evaluate the performance of assigned personnel; perform other job-related duties as assigned and/or as required

ESSENTIAL DUTIES:

- Supervise, coordinate and participate in receiving, inspecting and storing a variety of supplies, materials and warehouse goods.
- Ensure supplies, materials, textbooks, equipment and furniture for District sites are delivered in a timely manner.
- Pull, prepare and review site orders for delivery.
- Collaborate with Mail and Print services staff to resolve issues.
- Coordinate with Information Technology administrators on large scale technology rollout delivery schedules.
- Evaluate warehouse staff.
- Oversee operations and recommend improvements to ensure a safe work environment.
- Oversee and participate in receiving, unloading and inspecting shipments for damage and conformity to purchase order specifications and packing slips.
- Review shipments to verify accuracy including quality and quantity.
- Identify, report and resolve shortages, damaged goods and other discrepancies.
- Supervise and participate in receiving, filling and issuing stock in response to orders and requisitions.
- Supervise and participate in the loading of trucks with appropriate items for delivery.
- Pull, pack, sort and ship items or supplies to various District locations.
- Organize, direct and participate in driving vehicles to school sites, offices and other District locations to pick up and deliver a variety of goods.
- Ensure deliveries comply with quantity and product specifications.
- Obtain signatures; pick up and deliver mail; provide coverage for employee absences.
- Oversee and participate in preparing and maintaining various records, logs, reports and files related to orders, deliveries, warehouse operations, food temperature, purchase orders, personnel, inventory requisitions, shortages, damaged items and assigned duties.
- Process claims for damaged items.
- Plan, coordinate and participate in receiving, tagging, processing and data entry of District's Fixed Asset items.
- Supervise the receipt, storage and issuance of materials, technology components, office machines, maintenance and operation equipment, furniture, textbooks and equipment for new and existing schools.
- Report shortages, damage and other discrepancies.
- Enter older and obsolete assets into County computerized systems.
- Train and evaluate the performance of assigned staff.
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

- Develop staff schedules, assign duties and review work to ensure compliance with established standards and procedures.
- Reconcile multiple surplus, vendor packing lists, inventory spreadsheets and site requests.
- Coordinate with Maintenance and Operations administrators on parts pick-up and related work order issues; communicate with vendors and Fiscal Department on discrepancies.
- Schedule site requests; pick up surplus items, including book deliveries, Print Shop materials and District mail.
- Coordinate deliveries, inventory, and personnel to ensure smooth and efficient warehouse operations and deliveries and meet District needs.
- Confer with District and school site staff regarding warehouse and delivery needs.
- Route and schedule deliveries and pick-ups of warehouse stock items.
- Oversee and participate in the shelving, organization and storage of items received in the warehouse.
- Coordinate the allocation and ensure optimal utilization of warehouse space.
- Coordinate and participate in activities to ensure warehouse, shelves and other storage areas are maintained in a clean, orderly and safe condition.
- Inspect delivery vehicle to ensure proper operating condition.
- Perform routine maintenance as needed; check and replenish fuel, oil, water and tire inflation levels as needed; arrange for maintenance and repairs as needed.
- Assist in the development and implementation of warehouse and delivery standards and procedures.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods and trends of warehousing, distribution, and stock control.
- Techniques and strategies of organization, supervision and personnel appraisal and evaluation.
- Educational materials, supplies and equipment.
- Inventory planning and control systems and procedures.
- Safety and security practices and procedures.

ABILITY TO:

- Plan, organize, and implement effective and efficient warehouse and distribution operational procedures.
- Establish and maintain an accurate and effective data management, storage, and retrieval system.
- Effectively control warehoused equipment, materials and supplies.
- Compile and present concise and comprehensive management reports.
- Understand and carry out oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.
Supplemental course work or training in warehousing, distribution, and stock control.

EXPERIENCE:

Three years of experience in warehousing, distribution and stock control, including one year in a lead or supervisor capacity.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's License.
- Possession of a certificate authorizing the operation of forklift equipment.
- Condition of Employment: Insurability by the District's liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will walk or stand for extended periods of time, may involve ascending and descending ladders, stairs, scaffolding, and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone and other communication devices.
- Must possess the manual dexterity to operate equipment and use hand tools and work with various objects and materials.
- Exposure to hot, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Working around and with machinery having moving parts.
Traffic hazards.

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**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**