



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Warehouse Supervisor**
Job Family: **Warehouse/Purchasing**
Prepared/Revised Date: **October 7, 2016**

FLSA Status: **Exempt**
Pay Range: **FN70Y**
Job Code: **61605**

SUMMARY: Responsible for the day-to-day operations of the PSD Warehouse; including, scheduling and assigning duties of Warehouse personnel, and monitoring the receipt, inspection and distribution of District-wide purchases. Determine appropriate inventory control techniques and processes. Supervise delivery drivers and warehouse technicians. Coordinate the physical transfer of District-fixed assets and equipment and the disposition of district surplus property. Responsible for the proper maintenance of the warehouse delivery vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Supervise warehouse technicians and delivery driver personnel including interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; disciplining employees; and addressing complaints and resolving problems.	D	30%
2. Oversee delivery and tracking of all materials from the time they enter the warehouse facility, until they are delivered and signed for at district sites, including all district purchases, tables, stages, chairs and other miscellaneous equipment stored in the warehouse.	D	30%
3. Serve as on-site manager of the warehouse area, including all material handling equipment, ensuring that District safety guidelines are followed. Train employees on the proper use of all equipment and maintain a clean and safe warehouse.	D	10%
4. Establish daily schedules to assist and direct daily operations ensuring that proper route and trip coverage is scheduled each day.	D	5%
5. Perform duties of Warehouse Technician and Warehouse Delivery Drivers when necessary.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Assist district sites in the proper disposal of surplus property. Manage the public surplus auction website.	W	10%
8. Communicate with schools and district departments, vendors and shippers on order status, including shortages and expediting orders.	W	3%
9. Coordinate the physical inventory of all items stocked in the District warehouse and reconcile in the Business Plus system.	M	2%
10. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or vocational/technical training beyond high school
- More than three years of experience in warehouse operations

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid commercial driver's license (CDL)

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- Certified Fork Lift Operator License required
- Ability to pass Department of Transportation (DOT) prescribed physical
- CPR and First Aid certifications

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills with the ability to create sustainable relationships
- Ability to build the business culture and support a professional environment with collaborative cooperation
- Ability to supervise employees, including hiring, training, coaching, and evaluating job performance
- Ability to share knowledge with co-workers and customers
- Ability to build capacities and influence among co-workers and customers
- Ability to build and foster department credibility
- Ability to develop sound business strategies in a fiscally responsible manner
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a pager, be on call, and/or respond to calls 24/7
- Knowledge of fork lift, stock picker, and pallet jack operation required at hire
- Ability to safely lift and carry 53 lbs and safely pull up to 88 lbs
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word and Excel
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of material handling equipment including fork lifts, stock pickers, pallet jacks, and truck lift gates required

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	WAREHOUSE SUPERVISOR	# of EMPLOYEES
Direct reports:	This job has direct supervisory responsibilities.	6-7

- Responsible for: planning and executing the interviewing, hiring and training of employees; planning, assigning and directing work; ensuring that workplace injuries are reported, evaluated and documented; appraising performance; rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	