



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Warehouse & Delivery Services Lead Worker**
 Job Family: **Maintenance**
 Prepared/Revised Date: **August 1, 2023**

FLSA Status: **Non-Exempt**
 Pay Range: **MT22H**
 Job Code: **61625**

SUMMARY: Responsible for the day-to-day operations of the PSD Warehouse, including, scheduling, and leading duties of warehouse personnel, and monitoring the receipt, inspection and distribution of District-wide purchases. Drive a 24-foot box truck to pick up and deliver district mail and packages. Determine appropriate inventory control techniques and processes. 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. Establish daily schedules to assist and lead daily operations, ensuring that proper route and trip coverage is scheduled each day. Perform duties such as load, secure, and unload truck with furniture and heavy equipment. Pick up and deliver inner-district mail and packages. Monitor district work order system to pull, complete, and close work orders assigned to Delivery Services.	D	25%
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	25%
3. Lead the work of Utility Drivers and Delivery Services Worker. Motivate staff to maintain a positive working environment and high quality work. Collaborate with the Custodial and Delivery Services Manager to resolve issues, schedule work, and plan projects. Assist the Custodial and Delivery Services Manager with training, evaluation, and daily work load of Utility Drivers and Delivery Service Worker.	D	20%
4. Serve as on-site lead 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%
5. Attend work and arrive in a timely manner.	D	1%
6. Assist district sites in the proper disposal of surplus property. Coordinate with the Custodial and Delivery Services Manager and Director of Facilities to post surplus material on public surplus auction website.	W	10%
7. Communicate with schools and district departments, vendors, and shippers on order status, including shortages and expediting orders.	W	3%
8. Coordinate the physical inventory of all items stocked in the District warehouse and reconcile in the Business Plus system.	M	2%
9. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.	A	1%
10. Perform other duties as assigned.	Ongoing	3%
	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)
- 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 lead work of employees, including assigning, coaching, and providing feedback
- 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
- 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 maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- 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:

		# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

- Assist with training employees, assigning work, appraising performance, 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	