

WAREHOUSE SUPERVISOR

DEFINITION

Under direction, to plan, organize, coordinate and supervise the District warehousing and distribution operation; to supervise and evaluate the performance of warehouse and delivery personnel; and to do other related work as required and/or assigned.

ESSENTIAL DUTIES

- § Supervise, coordinate, and participate in the receiving, inspection and storage of a variety of supplies, materials, and warehouse goods
- § Coordinate the follow-up of shortage, damage, and shipping discrepancies
- § Continuously review and evaluate warehousing and distribution operational procedures to ensure an effective and efficient operational mode
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PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this 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.

EXPERIENCE AND EDUCATION

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

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.

License Requirement: 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.