

Killeen Independent School District Job Description

Job Title: Lead Warehouse Worker
Department: Purchasing and Warehousing Services
Reports To: Supervisor for Warehousing Services
FLSA Status: Non-Exempt

SUMMARY Supervises and coordinates activities of employees concerned with ordering, receiving, storing, inventorying, issuing and shipping materials, supplies, tools, equipment, and parts in the warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises warehousing and storage for all supplies and equipment.

Supervises receipt of all shipments. Processes receiving, discrepancy, and damage reports, as needed.

Moves inventory to various locations manually and by operating mechanical equipment, including forklift, pallet jack, and handcart.

Loads and unloads delivery truck by hand or by use of hand truck.

Assumes responsibility for the delivery of all items received at the warehouse to the proper school or department on a daily basis.

Evaluates complaints received on equipment and supplies and takes appropriate action.

Conducts location surveys, records audits and inventories.

Develops and recommends procedures for orderly replacement of existing movable equipment as it becomes obsolete or deteriorates. Recommends remedial action for reported non-usable, slow moving, and excess stock.

Plans layout of warehouse and other storage area considering turnover, size, weight, and related factors of items stored.

Recommends equipment requirements to supervisor.

Maintains locator system.

Performs duties of employees supervised.

Screens all District receipts for controlled items/capital outlay requests. Using established guidelines, annotates manufacturer's serial numbers or applies District bar code labels in predetermined locations.

Performs other such tasks as may be assigned by the Supervisor for Warehousing Services.

SUPERVISORY RESPONSIBILITIES

Supervises two to seven employees. Carries out supervisory responsibilities in accordance with KISD policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work, appraising performance, addressing complaints and resolving problems.

QUALIFICATIONS 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. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Some college preferred. Five years of warehouse experience preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here 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.

Continual walking, standing, climbing, stooping, bending, kneeling, and reaching with hands and arms and use hand to finger, handle, or feel. Must be able to lift up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work outside and inside, work around machinery with moving parts, work around moving objects or vehicles, work on ladders and scaffolding, exposed to dampness, humidity, hot and cold weather, and slippery or uneven walking surfaces. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES Ability to operate light truck (Less than 26,000 lbs.) Use computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, and handtruck.

Prepared By: Joyce Walker, Auxiliary Staffing Specialist
Prepared Date: October 30, 1998
Revised By: Tom Schatte, Professional Standards Administrator
Revised Date: August 16, 2004

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.