



# Longview Independent School District

## JOB DESCRIPTION

# WAREHOUSE MANAGER

<b>JOB TITLE:</b>	Warehouse Manager	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Operations	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Warehouse	<b>PAY GRADE:</b>	Manual Trades 3

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### PRIMARY PURPOSE:

The person in this position is responsible for the supervision and training of all warehouse personnel and for warehouse operations.

### QUALIFICATIONS:

#### Minimum Education/Certification:

High School diploma or GED  
Professional training equivalent to the completion of two years of college preferred

#### Special Knowledge and Skills:

- Knowledge of the use and function of computerized inventory control system
- Ability to supervise and work with people effectively
- Valid Texas Drivers License – acceptable driving record
- Working knowledge of materials management as it pertains to acquisition, storage, and distribution
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

#### Minimum Experience:

Five years experience in material management and employee supervision

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Oversee all warehouse functions
2. Schedule and supervise the assignments of warehouse personnel
3. Establish procedures necessary to provide a productive, clean, safe, orderly work place
4. Oversee weekly cycle count, assuring accurate inventory control



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

5. Help establish/maintain proper warehouse stock levels
6. Initiate freight claims when applicable
7. Oversee annual warehouse inventory
8. Responsible for the tagging of fixed asset items
9. Responsible for security of warehouse property
10. Schedule deliveries of commodities
11. Schedule/conduct periodic safety meetings
12. Responsible for service to warehouse vehicles
13. Supervise all paperwork flow within the warehousing operation
14. Responsible to the district for the accuracy of all records and the security of all inventory, tools, equipment, and surplus items
15. Responsible for annual warehouse fixed asset inventory
16. Responsible for reporting all conditions which would possibly result in an occupational illness
17. Responsible for the safe handling of all chemicals and adheres to all guidelines provided in MSDS
18. Responsible for the supervision of all safety related functions, practices, requirements, and conditions within the warehousing function
19. If requested, requires working overtime and responding to emergencies as they occur
20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

23. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate workers as assigned

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent sitting, walking, standing, climbing, stooping, bending, kneeling, reaching, pulling, pushing; heavy lifting and carrying; repetitive hand motions; work in tiring and uncomfortable positions; outside and inside; on slippery or uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts; ability to train and teach warehouse employees effective procedures for receiving, stocking, pulling, inventory control, delivery, and all other warehousing related procedures; ability to learn Board policies and comprehend how they affect all phases of the warehousing operation; ability to utilize CRT's or PC's as they relate to warehousing operations; ability to conduct in-service for district employees about warehouse policies and procedures; ability to motivate warehouse personnel to perform their duties; move small stacks of textbooks, media equipment, desks, and other classroom equipment; exposure to hot and cold temperatures, excessive noise, fumes, and toxic chemicals; frequent district-wide travel; state travel may or may not be required; prolonged use of computer terminal possible; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).



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**EVALUATION:** Auxiliary Evaluation

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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. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2017**