

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Warehouse Foreman
Prepared Date: 7/11/2014
Revised Date: 7/2/2018
Work Year: 220 days
Department: Facilities
Reports To: Executive Director of Facilities and Construction Management
Contract Terms: Twelve (12) Month
Middle Management Salary Schedule
Fringe Benefits based on Schedule C/ Exempt Employee

SUMMARY OF FUNCTIONS:

The job of the Warehouse Foreman is to direct and coordinate the operations and activities of the Facilities Services Central Receiving Warehouse. Supervise and evaluate other warehouse staff. Extensive use of perpetual warehouse systems, including PC based inventory applications, and on-line purchasing procedures. This position is responsible for the procurement and distribution of a wide array of supplies required for the operation and maintenance of commercial buildings and educational institutions

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. 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.

REQUIRED:

- High School Diploma or GED
- Supervisory experience within the warehouse operations
- Verified valid Colorado Driver's license and be insurable by the District's insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Associates Degree or Higher
- Demonstrated ability to learn and train others
- Demonstrated skill in effective communications
- Demonstrated customer service skills

- Demonstrated leadership and ability to assure that work assignments of employee(s) are carried out and completed in accordance with established work procedures
- Knowledge and ability in safe use of tools and equipment used in warehouse operation
- Knowledge of line item inventory systems (3000-5000), physical inventory, inventory adjustments and control
- Knowledge of procurement procedures in large volume stock rotation systems
- Knowledge of the range of items in stock to identify specific items requested by users from description of their intended usage and to suggest in the absence of requested items, other items that might fit the user's requirements
- Knowledge and ability to determine the basis for over, short, or misplaced items in inventory by checking such references as out-for-repair and issue and turning records maintained in the tool and parts room, in addition to using other inventory methods

SKILLS AND KNOWLEDGE:

- Proficiency with basic computer operations, such as email and work order systems.
- Ability to work in low light conditions as needed.
- Ability to operate standard and automatic transmission vehicles.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Supervise approximately 3-10 employees.
- Responsible for all operational activities for Warehouse.
- Safeguards the district's investment in material through efficient and effective warehouse practices.
- The employee is specifically responsible for the control of a central warehouse, mailroom department, and delivery system.
- Performance includes designing, recommending, organizing, coordinating, and supervising the warehouse, and mailroom.
- Assist in hiring, training, inspecting work, and provide performance evaluations, corrective and disciplinary actions.
- Develop ordering needs for parts inventory based on usage by district trades departments.

- Studies price trends and market conditions and keeps informed of sources and new product development.
- Communicate with district trades foremen on obsolete inventory, and forward any literature to same on new products.
- Supervises receiving, checking, storing of ordered supplies and materials.
- Supervises process for the processing of invoices and packing lists.
- Evaluates vendor deliver, service, product, price, quality, availability, etc. for routine warehouse items.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions

NON-ESSENTIAL DUTIES:

- Perform any and all other responsibilities as assigned by the Supervisor of Maintenance & Operations or Executive Director of Facilities.

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 DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Ability to see in low lighted or artificially lighted conditions is required. This position requires a work schedule of evenings, weekends and/or holidays.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrsper day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Sitting					X
Walking (level surface)					X
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		

Reaching overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use wrists		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation		X			
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat;. The noise level in the work environment is usually quiet.