

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

WAREHOUSE LEAD WORKER

Purpose of Class

Receive, store and issue materials, equipment and supplies from warehouse, stockroom or storage yard; maintain records and compile stock reports; performs related work as required.

Primary Function

The primary function of an employee in this position is to verify and maintain records on incoming and outgoing shipments; examine contents and compare with records; maintain inventory; fill special orders for schools; and ensure accurate and expedient delivery of materials to schools. The Lead Warehouse Worker may direct the activities for other warehouse workers. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. The Lead Warehouse Worker works under the general supervision of the Warehouse Manager. The principal duties of this class are performed in an indoor warehouse environment, sometimes performing physically demanding duties and occasionally working outdoors and dealing with adverse weather conditions and related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Receives and examines incoming and outgoing shipments;
- Verifies accuracy and quality of shipments;
- Confers and corresponds with vendor representatives to rectify problems such as damages, shortages, and nonconformance to specifications, in the absence of the Receiving/Data Entry Clerk;
- Dispatches work orders and routes materials to schools and departments;
- Requisitions and stores shipping and receiving materials to maintain stock inventory;
- In the absence of the Receiving/Data Entry Clerk, packs, seals, labels, and affixes postage to prepare materials for shipping; records shipment data, such as weight, charges, description and destination; and expedites incoming status calls for outstanding orders;
- Prepares bills of lading and work orders;
- Organizes, labels and stores items for inventory;
- Delivers seasonal music program equipment;
- Receives and distributes surplus materials to schools;
- Test fire extinguishers monthly;
- Prioritizes, schedules and completes work orders;
- Initiates communication with supervisor about needed repairs or status of shipments;
- Maintains and performs minor repairs on tools and equipment in accordance with District policies and procedures;
- Cleans and maintains supplies and storage areas to ensure compliance to safety regulations;
- Drives truck to pick up or deliver materials;

- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- Assumes duties of Receiving/Data Entry Clerk, mail clerk, food service and general delivery drivers in the absence of those employees;
- Assists or directs other warehouse workers and District staff;
- May be required to work other than regularly scheduled work hours;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Warehousing, shipment management and storage methods;
- Monitoring and controlling material resources;
- Basic math and computations regarding physical count or discrepancies of stock;
- Operation of a personal computer and related software;
- Basic supervision and lead work;
- Effective communication skills;
- Dispatching work orders;
- Basic warehouse maintenance.

Ability to:

- Maintain tools and equipment in accordance with District policies and procedures;
- Lift, move and maneuver hand and power tools and equipment safely;
- Use a variety of hand and power tools and equipment common to warehousing;
- Assist in preparing accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, vendors, storage companies, delivery entities and others associated with position duties.

Acceptable Experience and Training

- High school diploma or GED;
- Two (2) years experience in shipping and receiving;
- One (1) year experience in delivering materials and supplies; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Lead Warehouse Worker.

Licenses or Certifications

- Valid Idaho Drivers' License is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view shipments, inventory records, sales orders, purchase orders and other documents; to prepare reports as required; to examine and inspect stock items for wear or defect, quantity and quality; to prepare items for shipping; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to receive, store, and issue materials; to maintain inventory; to operate all work-associated equipment and operate a vehicle;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to count, stock and store items, to stand or sit for long periods of time and to perform warehousing tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven terrain, working in confined spaces, stooping, kneeling, bending, crouching and reaching.