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| Job Title: | Warehouse Section Leader | Wage/Hour Status | Hourly |
| Reports to: | Central Distribution Coordinator | Pay Grade: | 406 |
| Dept. /School: | Warehouse Services | Date Revised: | September 1, 2023 |

Primary Purpose

Coordinate the processing, replenishing, receiving, and delivery of warehouse items.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education
Valid Driver's License

Special Knowledge/Skills

- Ability to communicate effectively
- Ability to operate personal computer
- Knowledge of inventory practices and procedures
- Ability to read supply requisitions and perform basic arithmetic
- Strong organizational, communication and interpersonal skills

Experience

Five (5) years' experience in inventory control or related warehouse work

Major Responsibilities and Duties

1. Supervise the shipping, receiving, and storing of warehouse materials.
2. Confer with departments to insure the coordination of warehouse activities with school requirements and records control.
3. Perform periodic cycle counts of warehouse materials.
4. Issue work assignments concerned with the warehouse operations.
5. Verify and receive merchandise by checking the merchandise against the purchase order.
6. Report low stock items to ensure a constant supply of equipment and materials for the district.
7. Coordinate emergency deliveries.
8. Operate tools, equipment, and vehicles according to prescribed safety procedures.
9. Follow established safety procedures and techniques to perform job duties including lifting, carrying, etc.
10. Correct unsafe conditions in work area and reports any conditions that are not correctable to supervisor immediately.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel.

Equipment Used

Computer, ladder, dolly, forklift, pallet jack, and small hand tools.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work indoor and outdoor, work around machinery with moving parts; work around moving objects or vehicles; exposure to heat and humidity. Must be able to lift 45 pounds or more.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees.

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

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.