

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Warehouse Foreman

Reports to: Director, Purchasing and Contracting

POSITION SUMMARY

Oversees receiving, storing, inventory, delivery of warehouse materials, and the handling and delivery of federal and District mail.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 35% Acts as point of contact for vendors and District stakeholders for the processing and delivery of materials and equipment, including the exchange of damaged goods, requests for refunds, etc.
- D 35% Performs human resources activities, including interviewing/hiring, mentoring, grievance processing, conducting performance evaluations, and terminations.
- D 10% Assures proper record keeping, including original invoices, inventory control, and work completed.
- W 10% Monitors and maintains warehouse inventory.
- Q 5% Acts as backup to hourly Warehouse staff in emergency situations.
5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

High School diploma.

MINIMUM EXPERIENCE

One year experience in heavy traffic warehouse/mail services environment.

SKILL REQUIREMENTS

Basic computer applications.
Inventory control skills.
Supervisory skills.
Customer Service skills.
Mandatory safety standards.

GENERAL EXPECTATIONS

Is flexible.

Has the ability to work cooperatively with supervisors and co-workers.

Has the ability to understand and follow complex oral and written instructions.

Has the ability to perform responsibilities without the necessity of close supervision.

Has the ability to effectively communicate with the school district community.

Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.

Maintains a generally positive attitude.

Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- Commercial Drivers License

ESSENTIAL ENVIRONMENTAL DEMANDS

High noise/volume levels from receiving/loading/off loading vehicles.

Medium level of air particulates from incoming/outgoing vehicles.

ESSENTIAL PHYSICAL REQUIREMENTS

Regular/daily lifting five (5) to fifty (50) pounds.

Occasional lifting of up to seventy-five (75) pounds.

Frequent bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES – Ten classified warehouse delivery/mail courier staff.

WAGE SCHEDULE – Prof/Tech Range 3

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.