

PERALTA COMMUNITY COLLEGE DISTRICT - May 2019

CLASSIFIED JOB DESCRIPTION

**Campus Warehouse Supervisor
(Local 39 Salary Range 52)
Job Code: 594**

CLASS PURPOSE

Under general supervision, the Campus Warehouse Supervisor performs advanced journey level work in overseeing all facets of material handling and operations of the campus warehouse. In addition to performing storeworker duties, the incumbent is responsible for supervision of work, records maintenance and report preparation.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for training Automotive and Auto Body Paint/Warehouse Supervisor and Aviation Warehouse personnel on PCCD equipment and delivery services
- Effectively work with college senior manager within framework of physical plant and delivery procedures
- Maintains college emergency radios and trains staff on operation
- Maintains operation of emergency medical equipment (AEDs) and first aid supplies
- Coordinates emergency drills with senior management
- Researches college equipment purchases and obtains quotes from vendors
- Performs and supervises the checking of items against purchases orders and invoices
- Performs and supervises the receiving , marking, storing, and issuing or school equipment, materials, and supplies
- Trains workers in proper storage and inventory procedures
- Maintains inventory of college emergency supplies and equipment
- Maintains Federal and State equipment inventory
- Plan, schedules, and assigns delivery routes to all college sites

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- Plans, schedules, and supervises deliveries to campuses and District offices
- Receives and assigns work orders for special pickup and delivery services
- Contact vendors regarding quantity, quality, and delivery of materials and resolves order issues
- Coordinates with Automotive and Autobody and Aviation personnel, and District Engineers on hazardous materials pick-up and services
- Coordinates waste management and recycling services with vendors; resolves issues with pickups
- Assists college personnel in solving problems regarding identification of merchandise; answers questions from campus community regarding status of purchase orders and supply invoices
- Inspects damaged equipment and supplies; arranges for replacements
- Schedules and coordinates with vendors the periodic maintenance of college vans, trucks and equipment; performs day-to-day maintenance of college vans, trucks and equipment; receives quotes and follows up on purchasing documents and payments for the maintenance of college vehicles and equipment
- Prepares and submits various reports, vendor reports, and annual inventory
- Initiates requisition forms for supplies and equipment
- Performs other related duties as required

MINIMUM QUALIFICATIONS

1. Four years of experience in a warehouse work involving stock control and inventory maintenance responsibilities and including one year in a supervisory lead capacity;

OR

An equivalent combination of training and experience that could likely provide the desired knowledge and abilities

2. LICENSE: Possession of a valid Class B Commercial California operator's license and a copy of current driving record issued by the Department of Motor Vehicles. (Must be insurable under the Peralta Community College District's current insurance policy.)
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Warehouse procedures, requisitions, purchase orders, invoices, and delivery documents and the use and meaning of each
- Supplies associated with and used by various campuses and offices of methods used in receiving, storing, issuing and keeping records of supplies and equipment
- Safety procedures involved in lifting and transporting of heavy supplies and equipment
- Heavy vehicle operations and California Vehicular Code

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- Computers, barcoding scanners, and electronic mail

Ability to:

- Follow oral and written directions and to keep simple records
- Perform clerical work in receipt of shipping of supplies and equipment
- Apply appropriate safety practices in the performance of heavy manual labor
- Operate a delivery truck and other warehouse equipment safely; assemble and repair equipment
- Establish and maintain cooperative relationships with those contacted in the working environment
- Maintain accurate inventory and clerical records
- Operate a computer
- Supervise commodity receipt, storage, distribution and record keeping functions for the campus warehouse
- Maintain records; write brief report

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

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- Standard Office Equipment
- Forklift, pallet jack, and campus vehicles

Revised: N/A