

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Warehouseperson II	
<i>Supervisor:</i> Shipping & Receiving Supervisor	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 9

**Job Summary**

This position assists the shipping and receiving supervisor in overseeing the warehouse staff in the performance of receiving and distribution operations as well as performing all duties specified in the warehouseperson I job description. Responsibilities include the training and coordination of warehousepersons operating within shipping and receiving department; operation and maintenance of warehouse equipment; districtwide distribution of items such as school materials and correspondence; management of the central stores stock control levels; and the maintenance of the district's fixed assets database within Tyler Munis.

**Essential Job Functions**

Assigns tasks to warehouse staff; assures completion to standards with shipping and receiving supervisor.

Coordinates daily work assignments and vehicle route schedules for warehousepersons, acting in lead capacity.

Trains warehouse staff in general operating procedures.

Assists shipping and receiving supervisor in the return of materials to vendors.

Coordinates on-site delivery/installation of large volume orders.

Represents the school district during public auctions and coordinates with the auctioneer to facilitate the sale and transfer of surplus equipment to the public.

Maintains the district's fixed asset system, including data entry, records management, and coordination with other departments to add, label, and track assets.

Provides input for staff evaluations conducted by shipping and receiving supervisor.

Supervises shipping and receiving in the absence supervisor.

Performs tasks of warehouseperson I.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Delivery vehicles, hydraulic lift gates, forklifts, hand trucks, pallet jacks (electric and hand), bobcat loader, barcode scanners, desktop scanners, tablet computers, and windows-based desktop/laptop computers

### **Independent Decisions**

Makes decisions of a routine, job-related nature.

### **Primary Working Contacts**

Regular contact with schools and departments when scheduling routes for deliveries and pick-ups or other duties for which shipping and receiving is responsible. Regular contact with postal agents, delivery persons, freight companies, and vendors. Occasional contact with teachers and administrators.

### **Responsibility for Cash, Equipment, Safety**

May transport significant sums of cash and checks between schools, administrative offices, and banks. Responsible for ensuring that delivery trucks and equipment are properly maintained and operated in a safe manner. Ensures inventory is handled, stored, and shipped in an appropriate manner.

### **Supervision Received and Exercised**

Coordinates and is responsible for the work assignments and schedules for warehouse staff. Warehouse staff includes warehousepersons and/or mail clerk assigned to the warehouse. Provides input for staff evaluations. Receives instruction orally and in writing from shipping and receiving supervisor and/or program director.

### **Unusual Working Conditions**

Hazardous driving under arctic conditions. Required to move, load, and unload extremely heavy items that may present a significant hazard to the employee if improperly handled. Required to operate equipment inherently dangerous (hydraulic lift gates, forklifts, electric pallet jacks).

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or equivalent.

2. Two (2) years warehouse experience at Fairbanks North Star Borough School District or three (3) years warehouse experience in a foreman/lead capacity elsewhere that includes inventory processing, route scheduling, and use of shipping documentation.
3. Must possess high school level mathematics skills; experience in the safe operation and maintenance of vehicles and equipment associated with warehouse tasks; and strong organizational and planning skills are a must to be able to fulfill the regular daily tasks while coordinating workloads of warehouse staff.
4. Knowledge of shipping and receiving procedures, distribution, material storage operations, and inventory management, state and federal OSHA regulations in the areas of warehouse safety, blood-borne pathogens, and materials handling and storage.
5. Ability to adequately oversee the warehouse staff and functions required.
6. Must be able to fill the supervisor's role when the shipping and receiving supervisor is out.
7. Must be able to interpret shipping documents, packing slips, invoices, picking slips, computer generated ordering and inventory documents and maintain accurate records.
8. Must be able to lift 50 lbs. occasionally and 30 lbs. regularly from the floor to chest level without injury.
9. Requires a valid Alaska driver's license and use of a personal vehicle.
10. Must be able to provide proof of vehicle insurance in order to gain access to military installations.

The following are preferred:

1. Knowledge of fixed asset management and federal mail regulations.
2. Working knowledge of Microsoft Office Suite to include Excel and Word and Tyler Munis software.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

It is a condition of employment that the selected applicant become a member of the Education Support Staff Association (ESSA), or pay a professional service fee.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**