

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Warehouseperson/Expeditor	
<i>Supervisor:</i> Maintenance and Construction Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9, 10 or 12 months	<i>Grade:</i> 6

Job Summary

Perform a variety of duties to acquire, inventory, and distribute parts, supplies, tools, and documents used in the daily operations of the district's Facilities Management Department (FMD); generate reports as required; assist schools in physical inventories as required; ensure cleanliness and orderliness of storage areas at all times.

Provide customer service; maintain a relationship between the shipping and receiving, accounts payable, and the purchasing departments. Position requires familiarity with a wide variety of supplies and equipment commonly purchased by the school district and the ability to interpret detailed information including purchase orders, packing slips, and invoices.

Essential Job Functions

Acquires and expedites materials on a daily basis from vendors with direction from the parts person.

Assist the maintenance mechanic - parts & hazardous waste (parts person) in planning warehouse space utilization, storage aid requirements, and stock level computations.

Maintains, stock, and helps supervise parts area, rooms, yards, inventory, and tool storage.

Ensures storage of stock in the correct warehouse location.

Assigns appropriate location to new stock items that maximize available warehouse space and forecasted activity of the item.

Selects stock for issue in accordance with FMD procedures.

Packs stock and prepares shipments and documentation in accordance with school district procedures.

Researches receiving documents as required to determine status of incoming shipments at the request of schools/departments and FMD maintenance personnel.

Operates parts acquisition/distribution system, bar coding equipment, and purchase ordering system. Identifies fixed assets when they are delivered to the school district and arrange for proper tagging.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Delivery vehicles, hydraulic lift gates, fork lifts, hand trucks, pallet jacks, a wide variety of dollies, atlas bars, calculator, and/or personal computer.

Independent Decisions

Perform assignments with instructions, but requires some independent judgments in the field.

Primary Working Contacts

Regular contact with school district staff when delivering and picking up freight. Occasional contact with teachers and administrators. Regular contact with the public in person and by phone or fax with vendors and sales personnel.

Responsibility for Cash, Equipment, Safety

Responsible for cash, parts, tools, equipment, and other high value district property.

Supervision Received and Exercised

Occasionally assumes parts person position in crew assigned tasks. Instruction given orally and written by parts maintenance and construction manager

Unusual Working Conditions

Employee will occasionally be responsible for transporting hazardous waste, waste oils, or chemicals and must have the ability to drive a variety of vehicles under occasionally severe winter driving conditions.

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. Heavy lifting is required up to 70 lbs. regularly and possibly up to 100 lbs. Employee must have the ability to lift a 100 lb. container of material from floor to chest level without injury. 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. At least one (1) year of experience in storage operations, shipping and receiving procedures, and inventory control.
3. Must have working knowledge of storage operations, shipping and receiving procedures, and inventory control.
4. Current, unrestricted State of Alaska driver's license must be maintained.
5. Employee must possess good oral and written communication skills.
6. Good clerical and keyboarding skills, including demonstrated minimum typing speed of 30 words per minute.

7. Employee must demonstrate skill in the safe operation and maintenance of vehicles and equipment associated with warehouse tasks and possess inter-personal skills to allow individuals to work successfully as a team member with a wide variety of personnel.
8. Must be able to interpret shipping documents, invoices, packing slips, computer generated ordering and inventory documents; must be able to maintain accurate records and demonstrate ability to perform high school level mathematics.

The following are preferred:

1. None.

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.

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