

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

General Responsibilities

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.

Examples of Duties

1. Acquire and expedite 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.
2. Maintain, stock, and help supervise parts area, rooms, yards, inventory, and tool storage. Ensure storage of stock in the correct warehouse location. Assign appropriate location to new stock items that maximize available warehouse space and forecasted activity of the item.
3. Select stock for issue in accordance with FMD procedures. Pack stock and prepare shipments and documentation in accordance with school district procedures.
4. Research receiving documents as required to determine status of incoming shipments at the request of schools/departments and FMD maintenance personnel.
5. Operate parts acquisition/distribution system, bar coding equipment, and purchase ordering system. Identify fixed assets when they are delivered to the school district and arrange for proper tagging.
6. Other duties as assigned.

Equipment Used

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

Independent Decisions

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

Primary Working Contacts

Other departments - Regular contact when delivering and picking up freight

Academic staff - Occasional contact with teachers and administrators

Public - Regular contact 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

Given - Occasionally assumes Parts person position in crew assigned tasks.

Received - Instruction given orally and written by Parts person and other listed supervisors.

Unusual Working Conditions

Heavy lifting is required up to 70 pounds regularly and possibly up to 100 pounds. 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.

Evaluations

An annual written evaluation, with possible periodic review of overall results by supervisors.

Qualifications

Education: High school diploma or equivalent required.

Experience: At least one year's experience in storage operations, shipping and receiving procedures, and inventory control required.

Knowledge: Must have working knowledge of storage operations, shipping and receiving procedures, and inventory control.

Skills: Current, unrestricted State of Alaska driver's license required and must be maintained.

Employee must possess good oral and written communication skills; good clerical and keyboarding skills, including demonstrated minimum typing speed of 30 words per minute.

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 individual to work successfully as a team member with a wide variety of personnel.

Abilities: 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. Employee must have the ability to lift a 100 pound container of material from floor to chest level without injury.