

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Warehouse and Distribution Supervisor	REPORTS TO:	Department Head
DEPARTMENT:	Warehouse and Distribution	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044 AASD Supervisors'
ISSUED:	May 27, 2003		

BASIC FUNCTION: Plan, organize and supervise daily operations of district warehouses including receipt, inspection, storage, distribution and delivery of supplies, furniture, equipment, instructional materials including state adopted textbooks, U.S. mail, district mail, monies and confidential items, food services deliveries, and data processing materials; maintain schedules of shipment, distribution and circulation; train, supervise and evaluate performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize and supervise daily operations of district warehouses including receipt, inspection, storage, distribution and delivery of supplies, furniture, equipment, instructional materials including state adopted textbooks, U.S. mail, district mail, monies and confidential items, data processing materials and food services deliveries. **E**

Train, supervise and evaluate performance of assigned drivers and other staff including training in proper loading and distribution of assigned supplies, equipment and other materials. **E**

Develop and assign delivery routes according to safety and security regulations; maintain files of vehicle inspections; investigate vehicle accidents and maintain related records and materials. **E**

Coordinate maintenance and repair of district trucks and delivery vehicles. **E**

Plan, organize and supervise district mail sorting and delivery including route planning and scheduling for mail and money pick up and delivery and any other deliveries and distribution. **E**

Develop and maintain budgets and approve expenditures for warehousing and distribution services; act as liaison with district sites, departments, outside agencies, and businesses coordinating receipt and distribution of materials. **E**

Supervise building usage and enforce safety rules and regulations for warehouse operations and delivery services; organize removal, resale, and recycle of obsolete library books and textbooks for all district sites in accordance with policies and procedures. **E**

Develop and maintain statistical records and reports; attend meetings as assigned. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a four year college with a business or related degree and four years of recent, progressively responsible warehousing experience in receiving, processing, and distribution.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to vehicles and equipment operated in unit.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Oral and written communication skills.

Reading and writing English communication skills.

Data collection and metrics reporting.

Modern warehousing, storage, distribution and delivery methods, procedures and regulations.

Computers and related software applications.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Develop and implement efficient operating systems for unit.

Supervise and evaluate performance of assigned staff.

Provide delivery services and warehousing services when staff unavailable.

WORKING CONDITIONS:

ENVIRONMENT: Warehouse setting, driving a vehicle to conduct business.

PHYSICAL REQUIREMENTS:

Strength and stamina sufficient to maintain a rigorous work schedule which may require driving, continuous heavy physical exertion, and frequent heavy lifting; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

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