



## FOREMAN II - WAREHOUSE

### DEFINITION:

Under the supervision of the assigned supervisor, oversees warehouse service support programs; assists with the planning, coordination and direction of District -wide warehouse support activities and performs such other related work as required. Oversees the textbook in ventory and distribution in district warehouse facilities .

### DISTINGUISHING CHARACTERISTICS:

The Foreman I classification is the entry -level classification in the Foreman series. The classification of Foreman II is distinct from the Foreman I classification.

equipment. Incumbents also

duties may be assigned.

repair, safety program, salvage

relating to warehouse

for a central warehouse.

services to District sites

nds.

assists the Supervisor in the

central warehouse.

and proper methods of stock

packing lists and reports

age, inventory and supply

y measures are practiced

## QUALIFICATIONS GUIDE

## Knowledge of:

- Warehouse procedures, requisitions, purchase orders, invoices and delivery slips.
- Methods used in receiving, storing, issuing and itemizing .
- Principles of training and providing work direction to assigned staff.
- Proper loading and unloading of trucks; proper lifting techniques.
- Operation of equipment and machines used in the receipt, storage and shipping of supplies and equipment.
- District organization, operations, regulations, policies and objectives related to position.
- Basic office machines including a computer and assigned software.
- Record keeping procedures associated with the receipt, storage, issuance and delivery of a variety of general maintenance, supplies and equipment.
- Principles and practices of training and providing work direction to others.
- Interpersonal skills using tact, patience and courtesy.
- Space utilization and inventory techniques.
- Health and safety regulations.
- Methods of receipt and issuance of supplies and equipment.
- Computers, technology, and software related to warehouse inventory control and management.

## Ability to:

- Oversee warehouse service support programs.
- Coordinate and schedule the operations of the warehouse.
- Perform various warehouse procedures, including proper and orderly storage of various, supplies and equipment.
- Perform physical and clerical duties involved in the rotation and proper handling of supplies and equipment.
- Operate a light truck, forklift, pallet jack and other warehouse delivery vehicles, machines and equipment.
- Maintain inventory levels.
- Maintain and prepare a variety records and reports.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Lift and carry heavy loads.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Work with minimal supervision and perform independent tasks.

## EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible warehouse experience within a school district or a large multi -building operation, with a minimum of three years in a lead or head warehouse position involving the receiving, storing and issuing of supplies.

## LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License.
- Valid Forklift License.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing or walking for extended periods of time.
- Lifting, carrying, pushing and pulling heavy objects.
- Dexterity of hands and fingers to operate a variety of warehouse tools, equipment and office machines.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling and crouching.
- Heavy physical labor.
- Seeing to read a variety of documents.

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