

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Warehouse Distribution Coordinator (W41)	Job Family: 12
Department: Central Warehouse	Lane Placement: 13
Supervisor's Title: Director of Purchasing	Contract: 242 Days
FLSA Classification: _____ Non-Exempt _____	Hours per Day: 8
Original date: <u>05/88</u> Revised: <u>07/05</u> Revised: <u>07/15</u> Revised: <u>10/20</u>	

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Warehouse Distribution Coordinator** directs the District central warehouse (e.g. nutrition, facilities, custodial and school supplies) and warehouse employees by coordinating procedures to better control inventories and provides timely warehouse services to the District. Assists with the selection and performance evaluations of warehouse personnel.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate the receiving and delivery of items to and from the District warehouse and maintain proper inventory levels.
- Determine and implement procedures to best maintain the warehouse services (e.g. record keeping, inventory control, security, layout, inspections and delivery schedules).
- Coordinate with purchasing to obtain the best prices for items needed in the warehouse.
- Oversee the gathering of information (e.g. physical inventory) to help monitor merchandise flow of the warehouse.
- Prepare reports, manage and track budgets and maintains bids and contracts.
- Directly supervise warehouse personnel. Staff warehouse by hiring, training, placing and supervising warehouse personnel. Approve employee payroll and time off as needed. Evaluate employee performance and is an authorized evaluator under the Jordan Education Support Professional Evaluation System.
- Set standards and/or formulate work rules and procedures within District policy in cooperation with department directors (e.g. scheduling, coordinating, solving personnel problems and recommending inventory levels).
- Set safety standards for and ensure safe operations for all warehouse operations.
- Oversee all facility inspections (e.g. Board of Health, OSHA, fire department).
- Ensure all powered equipment is maintained in safe and proper working condition and that all operators are following the rules and regulations.
- Oversee the fleet of trucks and vans. Ensure regular maintenance and daily inspections on all warehouse delivery trucks, forklifts and pallet jacks. Maintain appropriate records and recommend repairs as needed.
- Oversee maintenance and care of all warehouse equipment.
- Monitor and enforce the Commercial Driver's License (CDL) regulations.
- On-call duties required. May be called to respond to all warehouse facilities emergencies.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve delivery problems as needed.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in a related field PLUS six years job related work experience with demonstrated competence or an equivalent combination of education and experience. Requires two years of successful supervisory experience.
- Requires strong leadership, interpersonal, planning, organization and scheduling skills.
- Requires ability to assess a variety of situations and make appropriate decisions.
- Skyward experience preferred. Knowledge of all driving rules and safety procedures required by law.
- Requires knowledge of safety procedures (e.g. Safety Data Sheets, OSHA, etc.)
- Must demonstrate competency in reading, writing, and math.
- Requires the ability to communicate clearly and precisely in a variety of significant situations (e.g. training, explaining and giving directions).
- Must understand basic statistics to watch operational trends and assist in forecasting inventory levels. Must be able to enter and access computer data.
- Requires excellent interpersonal skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Requires ability to operate a pallet jack (electric or manual), forklift, stand-up isle fork lift or other warehouse equipment.

Physical Requirements – Not limited to the following:

- Frequent, continuous sitting, standing and walking.
- Occasional push/pull up to 100 pounds, gripping up to 80 pounds and floor to shoulder lifting up to 67 pounds. Occasional repetitive lifting up to 50 pounds, awkward lift up to 67 pounds, single handle bucket carry up to 50 pounds and floor to waist lifting while stooping up to 50 pounds.
- Occasional working in awkward positions, sitting, climbing, hearing, peripheral vision, depth perception.
- May be required to work in extreme heat/cold and be exposed to various chemicals.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.