

Board of Education of the City of St. Louis CAREER OPPORTUNITY

Position Title:	Warehouse Supervisor		
Payroll/Personnel Type:	12 Month		
Reports to:	Building Commissioner or Designee		
Shift Length:	8 Hour Day		
Union Eligibility:	Not Eligible		

Position Summary:

Perform the duties required to maintain efficient warehouse operation, which includes the requisition, receipt, check and storage of material and supervision of warehouse personnel; maintain inventory of raw material warehouse.

Essential Functions:

- Supervise warehouse personnel, to include training, analyzing and resolving work problems or assisting in solving work problems
- Approve personnel actions such as hiring, rate increases, promotion and disciplinary measures
- Conduct performance evaluations
- Requisition material based on anticipated needs and inventory levels
- Receive material, perform quality checks and input delivery tickets for acceptable items
- Determine needed tool crib parts and place order with approved vendors
- Maintain the inventory tracking system by performing or directing duties to add, remove, transfer or hold materials
- Pull inventory information from the tracking system for routine and special reporting needs
- Maintain general operating budget and the Buildings and Grounds tool crib budget
- Research part numbers and possible sources for obsolete and hard-to-get parts
- Communicate with vendors regarding needs, problems, errors, etc.
- Coordinate material needs with various foremen and order material to support current and anticipated projects
- Schedule driver deliveries based on anticipated timeframes and material requests
- Respond to buyer inquiries regarding purchasing needs, storage or other warehouse related issues
- Unload materials delivered by truck and store appropriately
- Issue raw material/tool crib parts to tradesmen
- Perform related duties or special projects
- Must maintain a valid driver's license.

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to initiate action and resolved problems

Experience:

 Broad specialized training equal two years of college, preferably in Inventory or Warehouse Management



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Education:

High School Diploma or Equivalent (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force
 constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed inside and outside conditions
- Must be able to withstand extreme temperatures as well as potentially hazardous environments
- Must be physically able to wear dust mask and face protection

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

<u>Review/Approvals:</u>			
Employee	Date	Immediate Supervisor	 Date
Human Resources	 Dat	re	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.