

**North East Independent School District
Job Description**

Job Title: Lead Materials Handler - General Warehouse
Pay Grade: O-5
Workdays: 260
Department: Procurement and eCommerce
Reports To: General Warehouse Supervisor
CRMS Manager
FLSA Status: Nonexempt
Prepared By: Senior Director for Procurement and eCommerce
Prepared Date: November 6, 2007
Approved By: Executive Director for Human Resources
Approved Date: December 14, 2007

PRIMARY PURPOSE OF POSITION:

Facilitate and supervise the receiving, stocking and delivering and picking up multiple items necessary to provide quality public education and to maintain a clean and safe educational environment at District campuses and departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for receiving stock, verifying stock quantities and stock condition

Identifies and routes stock items to assigned warehouse storage locations

Pulls orders for delivery to campuses and departments

Picks up out of adoption textbooks at campuses for return to the Texas Education Agency (TEA)

Receives new adopted textbooks and delivers to identified campuses

Responsible for maintaining a current, valid Texas Drivers License that includes certification to operate Commercial Vehicles (CDL)

Provides scheduled daily delivery service of inventory items to campuses and departments including emergency deliveries (Hotshots)

Inputs warehouse transactions into Dunn and Bradstreet Inventory system

Rotates existing stock to support a first in/first out (FIFO) stock picking schedule

Removes surplus and obsolete furniture, shop and computer equipment from campuses and departments

Coordinates, plans and schedules property pickups

Sorts surplus and obsolete property by category and condition and stores items using planned warehouse storage techniques

Identifies, segregates and prepares surplus and obsolete property items for on-line auction and direct sell store

Supervises, arranges lots, records and sets up items for live District auctions

Operates material handling equipment to include forklift, pallet jack and hand dolly to load and unload warehouse items

Conducts periodic inventory cycle counts

Participates in annual inventory

Provides over-the-counter service for walk-in customers

Maintains a clean, neat and orderly warehouse facility

Coordinates daily warehouse deliveries and pickups in conjunction with Warehouse Supervisor, CRMS Manager and Textbook Coordinator

Manages General Warehouse activities in the absence of the Warehouse Supervisor

Supervises and directs Materials Handlers' duties in the absence of the Warehouse Supervisor, CRMS Manager and Textbook Coordinator

Posts Inventory Pick Activity using mainframe program

Resolves delivery and scheduling conflicts

Participates in annual evaluations of Material Handlers

Reports to work on time every day

Other duties as may be assigned

EQUIPMENT USED: Computer

Printer

Fax Machine

Calculator

Telephone

Electronic Bar Code Readers

Forklifts

Pallet Jacks

Dollies

Hydraulic Lift Gates

Various Hand Tools*

Dock Levelers

District Vehicle

SUPERVISORY RESPONSIBILITIES:

Directly supervises approximately seven (7) employees in the General Warehouse. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for employment, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

SPECIAL KNOWLEDGE/SKILLS:

Must be able to employ the use of a computer, printer, fax machines, calculator and phone

Must be familiar with electronic bar code readers

Possess ability to operate and maintain material handling equipment including but not limited to forklifts, pallet jacks, dollies and hydraulic lift gates

Possess ability to position and correctly use dock levelers

Possess ability to recognize and use various hand tools

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or General Education Degree (GED)

One to three months related experience and/or training; or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS:

Current, valid Texas Drivers License that includes certification to operate commercial vehicles (CDL) and a driving record that meets the requirements of the District

Forklift Certification

PHYSICAL AND MENTAL 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.

PHYSICAL:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral

vision, depth perception and ability to adjust focus. The employee must frequently drive District vehicles in the performance of assigned tasks. The individual must pass a preemployment physical examination to include vision, hearing, alcohol and drug testing.

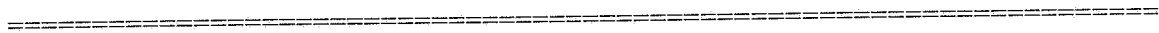
MENTAL:

While performing these duties, the employee is required to demonstrate an above average degree of concentration, communication (verbal and written), understanding verbal instructions, differentiating, memorizing, reading, coordinating, computing, and emotional control. Average skills are required in interpretation, analyzing and compiling. Moderate skills are required in instructing.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to risk of electrical shock; moving mechanical parts; high, precarious places; risk of electrical shock and vibration. The employee is occasionally required to work in confined space. The noise level in the work environment is usually moderate.



Lead Materials Handler (General Warehouse) - Procurement and eCommerce - Central Office

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:

David C. Bohannon
Senior Director
Procurement & eCommerce

David C. Bohannon
Signature

11-6-07
Date

Reviewed by:

James Terry, Ph.D.
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Finance and Accounting

James Terry
Signature

11-7-07
Date

Approved by:

Richard K. Smith, Ph.D.
Executive Director
Human Resources

Richard K. Smith
Signature

12/14/07
Date