

## COORDINATOR, WAREHOUSE

### DEFINITION

Under general supervision, plans, organizes, and coordinates the work of staff responsible for performing the full range of warehouse duties related to purchasing, receiving materials, and verifying shipments against bills of lading or other records; inspects for shortages, rejects damaged goods, and routes merchandise to proper departments; assures timely distribution of equipment and materials; oversees and actively participates in the completion of tasks associated with the Asset Management program and all surplus and salvage efforts.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director, Facilities Planning & Management. Exercises technical and functional direction over and provides training to warehouse staff.

### CLASS CHARACTERISTICS

This is a coordinator classification responsible for planning, organizing, and coordinating warehouse programs, services, and activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Incumbents are expected to be fully proficient in the performance of the full range of warehouse duties.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, and coordinates the work of assigned staff in the warehouse; assists in establishing schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
2. Provides training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work; provides information for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
3. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
4. Develops and manages supplier relationships and measures/evaluates performance of suppliers to expectations; conducts negotiations. Secures price quotations and determines availability of materials and goods by researching vendor catalogues and other available means.
5. Procures and schedules delivery of materials and controls inventory of assigned commodities.
6. Generates purchase order requests and makes purchases using blanket purchase orders and following standard procedures; consolidates purchases when possible to maximize benefit of high-quantity purchases.
7. Receives, inspects, and unpacks materials, supplies, parts, tools, and equipment; verifies articles received against packing lists and purchase orders and delivers to person or job site; verifies for payment; issues supplies, tools, and materials to operating staff; fills central supply requests.
8. Oversees and actively participates in the completion of tasks associated with the Asset Management program and all surplus and salvage efforts.
9. Operate a variety of warehouse equipment, including forklifts, pallet jacks, hand trucks, dollies and related equipment; drive light delivery trucks; check, fuel, and perform minor maintenance service on trucks and warehouse equipment.

10. Maintains perpetual physical inventory of warehouse materials by performing daily data entry of goods bought and sold; maintains accurate records, files, and inventory control.
11. Prepares various reports to assist in monitoring and evaluating warehouse operations.
12. Works with coworkers and suppliers to resolve various issues and problems such as stocking new items, damaged products, and handling returns.
13. Maintains a clean, safe, and unobstructed work area.
14. Participates on committees, task forces, and special assignments including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.
15. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.
2. Principles, practices, and service delivery needs related to the program area(s) to which assigned.
3. Storekeeping and warehousing methods, types of parts, supplies, tools, equipment, and materials commonly used throughout the College.
4. Principles, practices, and methods utilized in Fixed Assets Management.
5. Computer equipment and computer applications including Microsoft Office products and Asset Management/Purchasing software systems.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. College purchasing and supply ordering, and disposal policies and procedures.
8. Basic principles and practices of budget development, administration, and accountability.
9. Safety principles, practices, and procedures pertaining to the work.
10. The operation and maintenance of a variety of equipment used in warehouse work.
11. Safe work practices, including safe driving rules and practices.
12. Occupational hazards and safety equipment and practices related to the work.
13. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
14. English usage, spelling, vocabulary, grammar, and punctuation.
15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Plan, schedule, assign, and oversee activities of assigned personnel.
2. Inspect the work of others and maintain established quality control standards.
3. Train others in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.
5. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
6. Organize, implement, and direct warehouse services and operations activities.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.

9. Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
10. Perform the most complex warehouse duties and operate related equipment safely and effectively.
11. Develop cost estimates for supplies and equipment.
12. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
13. Prepare clear and concise reports, correspondence, procedures, and other written materials.
14. Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
15. Make sound, independent decisions within established policy and procedural guidelines
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Operate modern office equipment including computer equipment and software programs.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of increasingly responsible related experience.

**Preferred Qualifications:**

1. Two (2) years of lead or supervisory experience preferred.
2. Experience using Information Management Systems such as Banner is preferred.

**Licenses and Certifications:**

Possession of and ability to maintain a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard warehouse setting and work with and around a variety of equipment, parts, and inventory; to operate a motor vehicle and forklift; strength, stamina, and mobility to perform medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves walking and working on slippery surfaces. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights with the proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents primarily work in the warehouse and are exposed to loud noise levels, vibration, chemicals, dust, mechanical hazards, and moving objects or other vehicles. May be exposed to cold and hot temperatures, inclement weather conditions, chemicals, mechanical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.