

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: B

SALARY RANGE: 81

CLASS TITLE: WAREHOUSE COORDINATOR

BASIC FUNCTION:

Under the direction of the Director-Purchasing, organize, direct and participate in the receipt of materials and equipment, and verification of shipments against bills, purchase orders, invoices and other records and documents; inspect shipments for shortages, reject damaged goods and assure proper routing of goods to District departments; assure proper and timely storage and distribution of equipment and materials; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize, direct and participate in the receipt, inspection, processing and issuing of designated supplies and equipment; oversee and participate in preparing, processing and making changes to purchase and work orders as needed; assure goods are delivered in a timely manner.

Supervise and participate in unloading and inspecting shipments for damage and conformity to purchase orders, bills, invoices and packing slips; review shipments to assure accuracy including quality and quantity; identify and reject damaged goods; assure proper replacement of lost goods.

Train and provide work direction and guidance to assigned personnel; participate on hiring committees as assigned; assist management with personnel input as requested; schedule employees, assign duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Organize and direct the loading of trucks with outgoing supplies and equipment; receive, fill and process orders and requisitions; pull, pack, sort and prepare items for delivery according to established procedures.

Oversee and participate in the shelving and storage of items received in the warehouse; issue custodial, maintenance, operating and other supplies; confer with College personnel regarding the pickup and delivery of orders.

Operate a variety of warehouse equipment including forklifts, pallet jacks, hand trucks, dollies and other related equipment; drive a delivery vehicle to deliver goods as needed.

Oversee and participate in the preparation and maintenance of various records, reports and files related to supplies, equipment, orders, inventory, deliveries, vendors and assigned activities; oversee the preparation and processing a variety of forms and correspondence.

Participate in the development and preparation of the annual preliminary warehouse budget; monitor, control and authorize expenditures; assure expenditures comply with established limitations.

3/31/06

Approved by CSEA 651

Monitor and maintain adequate inventory levels of designated supplies and equipment; conduct regular and periodic inventories; order supplies and equipment as needed.

Maintain warehouse in a clean and orderly condition; maintain cleanliness of vehicles.

Oversee and participate in capital asset management; oversee and maintain inventory records for new and surplus equipment; coordinate and direct the disposal of salvage.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the receipt, inspection, processing and issuing of designated supplies and equipment.

Capital asset management.

Methods, practices and terminology used in warehouse operations.

Use and terminology of requisitions, purchase orders, invoices and other warehouse documents.

Proper loading and unloading of trucks.

Operation of equipment and machines used in the receipt, storage and shipping of supplies, materials and equipment.

Record-keeping and report preparation techniques.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Basic budget preparation and control.

Proper lifting techniques.

Health and safety regulations.

Traffic laws, defensive driving techniques and rules of the road.

Mathematic calculations.

ABILITY TO:

Organize, direct and participate in the receipt, inspection, processing and issuing of designated supplies and equipment.

Direct and participate in inventory control of capital assets.

Supervise and participate in unloading and inspecting shipments for damage and conformity to purchase orders, bills, invoices and packing slips.

Train and evaluate the performance of assigned personnel.

Perform physical and clerical duties involved in packing, storing and shipping supplies.

Oversee and participate in the shelving and storage of items received in the warehouse.

Pull, pack, sort and prepare items for delivery according to established procedures.

Operate a variety of warehouse machines, equipment and vehicles.

Maintain records and prepare reports.

Observe health and safety regulations.

Meet schedules and time lines.

Work independently with little direction.

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Plan and organize work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible warehouse experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of warehouse equipment.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Walking.
Lifting, carrying, pushing and pulling heavy objects as assigned by the position.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.