

**LEAD WAREHOUSE OPERATOR**

**DEFINITION**

Responsible for District warehouse operations which include receipt, storage, issuance and delivery of warehouse equipment and supplies. Store and disperse custodial supplies and equipment. Meets with vendors to evaluate, select, and order custodial products. Maintain college vehicles; diagnoses minor mechanical malfunctions of District vehicles and contacts for repairs when necessary. Use of computerized programs for inventory control and recordkeeping.

**EXAMPLES OF DUTIES**

Maintain security, and safety laws in relation to warehouse contents and operational procedures.

Meets with vendors to evaluate and order custodial products.

Store and disperse custodial supplies and equipment.

Assist management in the evaluation and selection of custodial supplies; monitor custodial supply accounts, complete work orders for required deliveries.

Store and provide for delivery of forms, class schedules, paper, supplies, furniture, and equipment to the District.

Store college documents and records per authorization.

Maintain and insure availability of a safe operable vehicle fleet for college services; coordinate and oversee contracts with vehicle rental agencies.

Make deliveries when necessary; regulate routing of express delivery packages; act as back-up for mailroom personnel.

Operate warehouses motorized equipment and vehicles.

Perform data entry functions on computerized system.

Oversee activities of receiving and inventory workers and clerks.

## **QUALIFICATIONS**

### **Knowledge of:**

Safety laws related to equipment, vehicles, and supplies.

Recordkeeping and inventory control.

Basic preventative maintenance standards for fleet services.

Warehousing operations and delivery.

Mechanical operations of motorized vehicles and tools.

Space planning and utilization.

### **Ability to:**

Maintain and repair vehicles.

Provide data entry; keep accurate records.

Order, receive, deliver, and distribute supplies.

Arrange and store college records.

Write work orders, prepare invoices, monitor accounts.

Effectively communicate with vendors and rental agencies.

Schedule work and maintain event calendar for special projects.

Train and direct warehouse employees.

Learn safety laws and maintain OSHA standards.

Resolve problems and effectively interact with outside agencies, staff, and members of the college community.

Bend, climb ladders, and lift heavy weight (50 or more pounds).

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Three years experience in complex warehousing, transportation and central storage system.

### **License or Certificate:**

Possession of a valid California class 3 driver's license.

Ability to qualify for and obtain a Class B driver's license.