

Facilities Support Warehouse



Reports to: Director of Maintenance
Salary Schedule: Schedule A
FLSA Status: Hourly

Bargaining Unit: PSE of Wenatchee M&O
EEO Class: Level 5
Revised Date: April 2014

SUMMARY:

Under general supervision, the Warehouse Facilities Support position performs a variety of duties to support shipping, receiving and deliveries by documenting warehouse transactions, maintaining records, and overseeing storage of surplus inventory and property of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives and inspects all incoming materials and reconciles with source document.
- Reports, documents and tracks damages and discrepancies on orders received.
- Check all items to satisfy agreement with shipper's manifest/packing list and the receiving copy of the purchase order.
- Ensures completed source documents are sent to Account Payable.
- Sorts, packs and arranges supplies and equipment for shipment to schools and other district facilities.
- Marks items for delivery with identifying information using appropriate method.
- Schedules and assists in delivery of supplies and materials to and between school buildings.
- Maintains shipping log.
- Acts a liaison with carriers.
- Inventory, stores, and manages furniture for district events.
- Answers questions regarding procedures, receipts, deliveries, warranties, repairs and surplus inventory.
- Receives, stores, and tracks surplus property; prepares surplus inventory lists for items to be sold at surplus sale.
- Provides and maintains a detailed log for each school or department, of items delivered.
- Provides verification to recipients of orders for item shortage, damage or back orders.

- Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of items and/or deliveries.
- Operate a variety of warehouse equipment and vehicles; utilize a variety of hand tools as required.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Problem Solving - Identifies and resolves problems in a timely manner; Generates creative solutions; Demonstrates attention to detail; Develops alternative solutions; Works well in group problem solving situations.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments; Follows policies and procedures.

PHYSICAL 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and /or move up to 25 pounds, regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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 regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions year round. The noise level in the work environment is usually moderate.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Two years of warehouse/shipping/receiving experience.
- Possession of valid Washington State driver's license.
- Must have current forklift operator certification.
- Ability to maintain accurate records/reports on computer programs.
- Ability to relate well to students and staff.
- Attendance and punctuality is an important function of this position.