

Griffin-Spalding County School System

Title: Warehouse Manager Job Class Code: 468A Job Details: 230 days/Non-Exempt/Full-Time Updated: 10/16/2024 Reviewed: 10/16/2024	Category: Maintenance/Custodial Reports To: Maintenance Supervisor Salary Schedule: Classified Pay Grade: SB
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JOB SUMMARY

This position is responsible for maintaining the warehouse and associated functions in an exceptional manner to enable the maintenance crew to work proficiently and ensure that custodians and staff have the supplies and furnishings they need to adequately operate the schools.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Provides warehouse control through the implementation of an inventory schedule of materials, supplies, and equipment for custodial and maintenance use.
- Organizes warehouse by labeling stock and maintaining information on supplies, delivery availability, and level of usage
- Conducts actual deliveries through knowledge of routing patterns and frequencies
- Ensures accuracy, timeliness, and correct documentation concerning deliveries and inventory activities
- Ensures a clean neat atmosphere in the warehouse, restrooms, and office area of the maintenance facility
- Maintains familiarity with current practices related to correct procedures of shipping and receiving merchandise
- Assumes responsibility for receiving, labeling, control and return times for repair at maintenance facility
- Arranges for pick-up of supplies and materials that are not shipped to warehouse
- Prepares checkout system agenda for special tools and equipment at warehouse
- Coordinates supply orders with maintenance personnel for delivery to individual schools
- Ensures the maintenance compound is cleaned and grass cut as required
- Procures and orders supplies, materials, and equipment
- Performs and/or arranges for deliveries and pick-up of materials, supplies, and equipment throughout the school system
- Inspects and determines the condition of discarded furniture to determine if it should be restocked at the warehouse, surplus, or discarded
- Maintains computerized log of all surplus and discarded furniture and equipment
- Ensures that maintenance vehicles are properly maintained and serviced at scheduled times.
- Assists Custodian and Warehouse Supervisor and the Maintenance Supervisor with purchase of supplies, materials, and equipment
- Assists with documents, information, filing, delivery and work scheduling as needed
- Assists with maintenance activities at the warehouse
- Assists and coordinates with the Custodian and Warehouse Supervisor/Maintenance Supervisor/Construction and Facilities Director and other divisions of the maintenance department when necessary.
- Attends and participates in all recommended training and safety instructions and classes for employees
- Responsible for all parts, tools, equipment, and vehicles assigned to them.
- Cooperates with all levels of other school system employees and maintains a good working relationship.
- Abides by laws and local codes, as well as department and school system policies and procedures

- Complies with laws and procedures for the storage and disposal of chemicals, debris, oils, grease, trash and other by-products of work efforts
- Maintains professional conduct at all times.
- Attends the necessary training courses and continuing education required to maintain certifications and licenses.
- Maintains timesheets, logs, paperwork and data related to the work efforts and progress in a timely manner.
- Follows work schedule and attendance requirements in a regular, predictable and punctual manner, as well as the ability to adapt to an extended/flexible work schedule
- Performs other duties as assigned
- Maintains prompt and regular attendance as physical presence on the job site is required

SUPERVISES

- No Supervisory Responsibilities

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Three (3) years' experience performing warehouse functions, logistics and/or purchasing;
- Valid Georgia driver's license; acceptably clean MVR (no more than 2 moving violations in 36 months)

PREFERRED QUALIFICATIONS

- Vocational Training
- Equipment operation certificates
- Ability to maintain computerized maintenance data, with preferable knowledge of Microsoft Office software program

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to maintain computerized maintenance data
- Ability to operate a van, light truck, box truck and trailers;
- Ability to operate light machinery, tools, and other equipment required to accomplish various construction and required tasks (equipment lifts, fork lifts, pallet jack, saws, drills, etc.)
- Ability to follow oral and written instructions accurately and efficiently and communicate effectively
- Ability to maintain emotional control in stressful situations
- Ability to climb, stoop, crouch and crawl
- Ability to hear and see (with correction) at levels to ensure accurate job performance
- Ability to work in varied disagreeable environmental conditions/temperatures
- Ability to lift, carry, push/pull at least seventy-five (75) pounds on a frequent basis—this could be daily or less frequent depending on the task assigned
- Ability to be regularly, predictably and reliably at work

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.