



T U L S A

PUBLIC SCHOOLS

Equal Opportunity Employer

Job Description

Job Title: Warehouse Supervisor

Reports to: Director, Materials Management
Department: Purchasing
Number of Days: 12 Months
Compensation: BL-04
Overtime Status: Exempt
Date Job Revised: April 13, 2011

Position Summary: Supervise warehouse operations including personnel, materials, equipment, fleet, and 100,000 square foot facility.

Qualifications/Job Requirements:

Education:

- High school diploma.

Specialized Knowledge, Licenses, etc:

- Commercial driver's license class B or must pass written test before employment and driving test within 45 days.

Experience:

- Supervisory experience and warehousing/inventory.

Specific Training/Skills:

- Experience operating pallet jack and forklift.

Physical Requirements (If Applicable):

- Ability to lift 50 lbs repetitively; bend, stoop and climb.

Other:

- Strong administrative and people skills – cooperative and customer oriented attitude.

Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

- Surplus asset coordinator.

Customer Contacts:

- Internal: Site staff including administrative and cafeteria personnel; support personnel in maintenance, transportation and plant operations departments; ESC support staff.
- External: Vendors, freight companies, third party donors.

Duties and Responsibilities:

- Organize and schedule deliveries in an expeditious manner by managing a complex schedule matrix. (20%)
- Supervise 25 employees, preparation of payrolls, perform Time Manager duties for staff on Kronos system. (10%)
- Maintain warehouse inventories integrating off-site storage as necessary (10%)
- Schedule special project deliveries and pick-ups, i.e. science kit rotation, distribution lists. (20%)

- Coordinate surplus sales, interface with auction company, create internal advertising, review and stage all incoming surplus, manage disposal of all items
- Cooperate with third party agencies when the warehouse acts as a service agency for the school district special programs. i.e. "Backpacks"
- Maintain comprehensive records of receipts and deliveries and supporting documents. (25%)
- Develop geographic routes and modify as necessary based on changing cube volume, delivery time requirements, and menu requirements.