



ASSISTANT SUPERVISOR – DISTRIBUTION SERVICES

SUMMARY/SCOPE/GOAL

Assist the Distribution Services Supervisor in ensuring the efficient day-to-day operations of the receiving, processing, storage, delivery, and the inventory maintenance of supplies and surplus materials and the re-distribution, sale, and salvage of all District surplus property at the Distribution Center.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Associates Degree and a minimum of three (3) years of relevant work experience required, preferably in a school system environment.

OR

- High School Diploma or equivalent and minimum of four (4) years of relevant work experience in related job functions, preferably in a school system environment.

PREFERRED/DESIRED:

- Bachelor's Degree in Business Administration, Public Administration, Management, or related field, from an accredited educational institution preferred.
- Distribution, warehousing, and/or surplus property experience preferred.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Possess and maintain a Forklift Operators Safety Training certification or secure within 90 days of employment.
- Valid Florida Class "B" CDL or higher or obtain within 60 days of employment.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Assist in the opening, closing, security, and daily operations of Distribution Services.
2. Assist with the development of procedures and processes for Distribution Services.
3. Assist in maintaining a safe and secure working environment for all employees.
4. Assist with selection, training, and development of personnel under supervision of the department.
5. Plan, assign and supervise the work of subordinates.
6. Analyze and resolve work problems and assist workers in solving problems.
7. Transport items by using a hand truck, forklift, or other materials handling equipment; logistically allocate the space needed to store all items in the warehouses.
8. Establish count and inventory procedures for all items received to ensure accountability.

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9. Prepare all approved surplus items for reissue, auction, recycle, or disposal.
10. Maintain final disposition spreadsheets for all surplus property.
11. Coordinate with awarded vendor for obsolete textbook pick-up and items for recycle or scrap disposal.
12. Maintain the on-line auction and school/department reissue websites.
13. Maintain sales reports and prepare accounts receivable reports for all sales revenue; submit funds to the Accounting Department.
14. Coordinate the pick-up of obsolete textbooks.
15. Coordinate the pick-up and delivery of all testing material for the District.
16. Coordinate the pick-up and delivery of emergency water, cups, and coolers for the District.
17. Coordinate labor support for after hour special events (science fairs, graduation, etc.)
18. Route and prioritize supply deliveries and the pick-up/delivery of surplus property to various schools and departments.
19. Ensure the timely and accurate filling of orders and issuing of parts from stock as requested by schools and departments.
20. Keep Distribution Services Supervisor informed of all stock exceptions and any incidents/accidents.
21. Performs the Distribution Services Supervisor's duties in his/her absence.
22. Ensure all standard practices and procedures are adhered to during periodic and yearly inventories.
23. Comply with all state and local laws and School Board policies and procedures relative to the safe operation of District vehicles and equipment.
24. Ensure that all vehicles assigned to the warehouse are properly maintained in accordance with District procedures.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Ability to utilize effective telephone and interpersonal skills in order to communicate with all levels of District staff and general public. Knowledge of basic math and computer skills. Skilled in the preparation of detailed paperwork and reports. Knowledge of money handling procedures. Knowledge of warehousing, shipping, and receiving business practices and procedures and to plan, assign and supervise the work of subordinates. Skilled in the practices and techniques used in storekeeping and in the care and use of equipment and facilities. Knowledge of warehouse procedures. Knowledge of scheduling and assigning Distribution Center requests. Ability to make independent decisions on equipment/material disposition. Ability to prioritize multiple tasks. Ability to facilitate the allocation of subordinates in emergency situations.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Procurement and Distribution Services
TITLE CODE:	C2671	CONTENT BY:	Director – Purchasing and Warehouse Services
GRADE:	14	COMPENSATION:	Rick Morton
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	06/30/2020	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/25/15	Initial Release	Purchasing and Warehouse Services
2.0	06/30/20	REVISED: New format. Updated Job Title, Summary, Qualifications, Performance Responsibilities, and Pay Grade to align position with proposed progression plan.	Procurement and Distribution Services
2.1	11/12/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
3.0	10/21/2022	Update qualifications for improved progression planning and qualified candidates.	Kristine Rodriguez – Director, Procurement & Distribution

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.