



# WAREHOUSEMAN

## SUMMARY/SCOPE/GOAL

To safely and efficiently assist in the movement of supplies and materials to and from all District locations.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School diploma or equivalent required.
- Pass physical abilities test.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Have and maintain a Florida CDL Class B or higher with air brakes endorsement or secure within 60 days of employment.
- Secure and maintain a Forklift Operators safety training certification by completing the School Board forklift and other material handling equipment performance test within 90 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. Able to do manual work in receiving, materials, supplies and equipment.
2. Determine quality of goods received against prescribed specifications; make arithmetic computations accurately; keep stock records and simple reports.
3. Operate hand trucks, forklift, pallet jacks and various other pieces of equipment, in a safe manner.
4. Use effective positive interpersonal communication skills.
5. Comply with all state and local laws and School Board policies and procedures relative to the safe operation of a district vehicle.
6. Assist in the sales of surplus property.
7. Shall be responsible for the sorting and disposition of used textbooks and instructional materials returned to the warehouse in such a manner that these materials can best be utilized by the system.
8. Ensure proper receipt and documentation of warehouse deliveries.
9. Abide by safety rules and standards.
10. Assist in that safe and proper storage of warehouse stock.
11. Maintain fully stocked shelves in assigned areas.
12. Must function as part of a team up to and including rotation of shifts, duties and responsibilities.
13. Must maintain an accurate inventory of warehouse stock.
14. Accurately fill warehouse orders and ensure each is properly packed and labeled for delivery.

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15. Assist in the daily loading of delivery vehicles.
16. Report any unsafe conditions to immediate supervisor.
17. Check and maintain equipment of a daily basis.
18. Maintain a clean work environment.

### **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:**

Knowledge of a variety of materials and supplies. Must have knowledge of store room methods and procedures, including inventory, record keeping and purchasing and requisition procedures. Demonstrate ability to operate various pieces of equipment such as forklift, pallet jacks and hand trucks. Must have the ability to determine quality of goods against prescribed specifications; make arithmetic computations accurately; keep stock records and prepare simple reports. Demonstrated basic mathematics skills. Availability to work flexible hours to respond to district needs. Must be able to communicate with a variety of people within schools and the general public.

### **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.

### **EQUIPMENT:**

Use of material handling equipment and district vehicles.

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

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS:**

#### **(V) VERY HEAVY WORK**

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Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Intermittent light machinery noise and activity level.

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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 often. Travel out of county rarely.

#### FOR HR USE ONLY:

<b>DIVISION:</b>	District Operations	<b>DEPARTMENT:</b>	Procurement and Distribution Services
<b>TITLE CODE:</b>	L2725	<b>CONTENT BY:</b>	Director – Purchasing and Warehouse Services
<b>GRADE:</b>	21	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	1010 CORE	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	04/28/15	<b>CLASSIFICATION:</b>	Beth Thedy, Ed. D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	07/15/03	Initial Release	Purchasing and Warehouse Services
1.1	09/20/06	REVISED	Purchasing and Warehouse Services
2.0	04/28/15	REVISED	Purchasing and Warehouse Services
2.1	1/10/2022	Remove special diploma, updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources
2.2	1/11/2022	Update qualifications	Kristy Rodriquez – Director – Procurement and 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.*