

## **Hobbs Municipal Schools Job Description**

**Position:** Warehouse Supervisor

**Group:** 7

**Supervisor:** Director of Maintenance, Maintenance Supervisor or Designee.

**General Job Description:** To perform warehouse duties including supervision and administration of warehouse and delivery personnel activities.

**Qualifications:**

1. High School Diploma/GED
2. Good driving record, with appropriate license
3. Ability to manage inventory
4. Experience in personnel supervision, preferred
5. Amiable attitude
6. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Carry out assignments and instruction from supervisor(s) in a competent and efficient manner.
7. Perform assignments in such a manner so as not to interrupt the warehouse environment.
8. Work in a safe manner with personal safety and the safety of others as the number one priority.
9. Comply with all school board policies, and regulations.
10. Order supplies needed by maintenance and custodial department, and various school personnel.
11. Organize and keep records of textbooks for district.
12. Receive all shipment, which includes all items ordered by the district.
13. Inspect and verify condition and accuracy of shipments.
14. Fill school requisitions
15. Coordinate the delivery of all merchandise, supplies, etc.
16. Maintain necessary inventory, work order and purchase order system
17. Store various supplies and equipment in safe and secure manner.
18. Supervise delivery personnel
19. Maintain warehouse in safe, orderly condition.
20. Report any unsafe conditions to the supervisor
21. Perform any other duties as assigned by Director of Maintenance, Maintenance Supervisor or Designee.

**Additional Duties and Responsibilities:**

1. Manual physical labor, lifting, and moving materials, furniture, equipment, and supplies.
2. Maintain assigned uniforms, equipment, tools, and shop area in operable, safe attractive status.
3. Account for supplies, materials, and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.

**Work Environment:**

The work environment varies greatly in the place of work from solitary paper work, delivering to facilities, working with large numbers of people unloading big deliveries. The warehouse is generally comfortable, but responsibilities require both inside and outside assignments with temperatures varying from cold in the winter and hot in the summer. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

1. Physical ability to do manual work for 8 hour per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum of (70) pounds) occasionally. Lifting from mid-thigh to shoulder maximum (60 pounds)

occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (70 pounds) maximum occasionally.

3. Work overhead, work in tight areas, work off of ladder, work off of scaffolds, work at floor level (on knees).
4. Ability to operate forklifts.
5. Hand/eye coordination, normal range of sight.
6. Work safely from ladders.
7. Any lifting that would require more than 50 pounds of dead weight should be done by at least two people if at all possible.
8. Have the physical capacity to handle warehouse supplies.

**Safety and Health Requirements:**

1. Blood borne Pathogens Standard Training
2. Proper posture is required to eliminate acute and chronic low back pain.
3. Wear protective devices such as back supports, eye wear, non skid pads on shoes, steel toed shoes, as job conditions demand.
4. Read, understand, and observe all precautions and proper methods of use on all chemicals, equipment, tools, and materials.
5. Complete all required training.
6. Ability to work safely around moving machinery.
7. Knowledge of all hazardous materials and steps for correction of minor mishaps.
8. Maintain MSDS file for all products with authority to refuse delivery on products not listed on MSDS.
9. Knowledge of universal hygiene precautions.

**Equipment/Material handled:**

In the inspection and supervision process the Supervisor will have occasion to deal with and participate in the use of all equipment, materials, and supplies.

**Terms of Employment:**

Salary and work year to be established by the Board.