

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Warehouse & Purchasing Manager
Reports to: Maintenance Director
Dept./School: Maintenance

Wage/Hour Status: Nonexempt
Auxiliary Pay Grade: 5 (260 Days)
Date Revised: 05/11/2021

Primary Purpose:

Responsible for on-site leadership of warehouse assistants. Oversee daily warehouse operations to ensure safe and efficient storage and retrieval of district supplies and equipment. Assist in receiving, storing, issuing and delivering of equipment, tools, and supplies and maintaining inventory control.

Qualifications:

Education/Certification:

High school diploma or GED
Clear and valid Texas driver's license

Special Knowledge/Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
Ability to perform multiple tasks simultaneously
Ability to perform basic math
Effective organizational, communication, and interpersonal skills
Knowledge of automated (or computerized) inventory and materials handling systems

Experience:

3-5 years' experience in warehouse operations
Background in material handling, purchasing, and stock control

Major Responsibilities and Duties:

Receiving and Distribution

1. Oversee receipt of all shipments. Verify accuracy and process according to established procedures.
2. Load and unload delivery truck as needed. Unpack item and inspect shipments for damage and defects. Address discrepancies, damage, and report as needed.
3. Ensure all items received by warehouse are delivered to the intended school or department in a timely fashion.
4. Verify accuracy of shipments and record any discrepancies or damage.
5. Fill requisitions from stock items. Verify accuracy of orders pulled.
6. Pickup and deliver materials as needed.

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Inventory

7. Oversee the warehousing and storage of all supplies, equipment, surplus classroom furniture and equipment, and consumable materials.
8. Maintain up-to-date catalog of all items available from warehouse and make catalogs available to all schools and departments.
9. Develop and recommend procedures for orderly replacement of existing equipment as it becomes obsolete or deteriorates.
10. Initiate and prepare all purchase requests to maintain stock levels and ensure standard stock items are available at all times.
11. Compile, maintain, and file all reports, records, and other documents as required including inventory records.
12. Conduct physical inventory of warehoused equipment, tools, and supplies and verify against inventory control totals. Maintain inventory records.
13. Requisition additional supplies from purchasing department as directed/needed.
14. Maintain custody records for items being repaired and temporarily on loan.

Purchasing

15. Assist in obtaining quotes, bids, etc. for district-wide bulk purchases as needed
16. Track orders and ensure timely delivery
17. Review quality of purchased products
18. Maintain updated records of purchased products, delivery information and invoices

Safety

19. Instruct assigned personnel on proper and safe use of equipment and storage of materials. Inspect warehouse facilities, and equipment for safety and efficiency.
20. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools, equipment, and machinery according to prescribed safety procedures.
21. Initiate and maintain proper and necessary safety and fire prevention equipment within warehouse as prescribed by law and school policy.
22. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.

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23. Follow district safety protocols and emergency procedures.

Personnel

24. Monitor the work and issue work assignments to warehouse workers.

Other

25. Investigate complaints received on shipments of equipment, supplies, and take appropriate action.

26. Participate in budget development and exercise budgetary control over warehouse operations.

27. Welcome all visitors and handle their requests or refer them to appropriate personnel. Maintain effective rapport with vendors and handle any problems or concerns in a prompt and courteous manner.

28. Has regular in person attendance and complies with notification procedures for absences.

29. Assist with any other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate warehouse worker(s).

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.