



## **WAREHOUSING AND DISTRIBUTION TECHNICIAN**

### **GENERAL RESPONSIBILITIES**

The position is responsible for receiving, storing, distributing and maintaining curriculum materials, textbooks, and blood borne pathogen supplies stored in the Distribution Center.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage the receiving, distribution, and inventory of textbooks; conduct quarterly inventory of supplies to ensure proper stock levels are maintained.
- Work closely with various offices to manage, store, inventory, and distribute materials.
- Utilize Hayes Software Systems (TIPWeb) application for all textbook transactions.
- Coordinate the pick-up and delivery of textbook orders throughout the division.
- Conduct quarterly inventory of blood borne pathogen supplies and work closely with the Office of Safety and Loss Control to receive, distribute, and rotate stock utilized by clinics and custodians.
- Receive, store, and process for the delivery of supplies, equipment and materials via School Dude (Inventory Direct/Maintenance Direct).
- Utilize Buyspeed to receive and document materials processed through the Distribution Center.
- Verify completed work orders and attach signed document(s) to corresponding work order numbers.
- Reassign work orders from the Library Processing Center for delivery to school libraries.
- Maintain a clean and orderly Distribution Center with special attention to safety and security.
- Operate forklifts, material handling equipment, and delivery trucks as needed.
- Provide assistance and instruction in warehousing and distribution techniques to instructional personnel who utilize the Distribution Center.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have knowledge of modern warehousing, distribution, and inventory practices, and a thorough knowledge of all types of materials and supplies required for school division operations. Must have a general knowledge of the applicable standard grades and qualities of equipment, materials and supplies. Must have the ability to operate computer equipment and utilize Microsoft Office programs. Must have the ability to prepare and maintain accurate records and establish and maintain good working relationships with colleagues.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or GED equivalent. Considerable experience in warehousing and delivery with forklift certification. A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

Ability to climb, bend, stoop, kneel, reach, walk and stand for long periods of time. Physical capability to effectively use and operate various items of warehouse and office equipment such as, but not limited to, forklifts, hand trucks, pallet jacks, box trucks, personal computer devices, calculators, copiers and fax machines. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May require strenuous physical work; heavy lifting, pushing or pulling required of objects over 85 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

- Forklift certification
- Defensive Driving Certificate.
- Commercial Driver's License (CDL), preferred
- Regular and reliable attendance is an essential function of this position.