

**Job Title:**                    **Manager – Central Shipping and Receiving**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**            Professional – 14

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
**MAY 17 2022**  
DR. TIMOTHY A. SMITH, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to effectively manage the receiving, shipping, and dispatching functions involving all stock and non-stock material processed at the Central Warehouse and satellite sites.

## **ESSENTIAL JOB FUNCTIONS**

- Supervises a manual daily dispatching system to route trucks and drivers in distributing and picking up materials efficiently.
- Supervises the integration of special distribution projects into the normal schedules.
- Provides personnel and material resources to the Surplus Manager and other District requestors to assist in task completion.
- Manages the warehouse vehicle maintenance program.
- Liaisons with Garage Manager and commercial vendors to maximize fleet availability and operation.
- Oversees, develops, and justifies specifications for acquisition of new capital equipment affecting rolling stock.
- Exercises flexibility in departmental work schedules by reassigning employees and resources in order to meet emergent requirements.
- Ensures that vendor invoices are correct and processed to Accounting.
- Plans work schedules reassigning employees and resources in a flexible way in order to meet emergent requirements.
- Maintains positive relationships with staff and vendors.
- Works closely with the Transportation Department in providing maintenance support for vehicles.
- Works with the inventory data entry section of the Central Warehouse to properly maintain the perpetual inventory records through receiving and shipping operations.
- Works with the Purchasing Department, freight lines, and other shippers to properly receive material shipped to the Warehouse.
- Works with the Purchasing Department to evaluate bids, solve any inventory quality problems, and acquire necessary non-stock parts.

- Works with the Accounts Payable Department to resolve invoicing problems.
- Works with the Director of Accounting to ensure that correct fuel usage data is submitted to the appropriate governmental agencies.
- Keeps the Manager – Inventory and Warehouse Operations informed of potential problems or unusual events.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned area to fulfill goals and objectives.
- Promotes and supports professional growth for self and others.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employee action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Assists in implementing the District's goals and strategic commitments.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Associate Degree in a Business/Industrial Management field.
- Four (4) years of experience in storekeeping, warehousing, shipping/receiving, and dispatching functions.
- Minimum two (2) years of experience in an industrial, military, or business related field in management of a large supply distribution network.
- Ability to obtain a CDL Class B.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

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

- Requires the ability to display professional knowledge of the theories, principles, practices, and techniques of material receipt, storage and shipping of a wide variety of products, including: food, textbooks, instructional, maintenance, and surplus material.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform work that necessitates some specialized knowledge of clerical or trades-based tasks.

- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to maintain accountability for inventory/property management and make recommendations that impact the budget.

**PHYSICAL DEMANDS**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision: May 17, 2022**

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