

Job Title: Warehouse Technician III



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: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 19

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

DEC 18 2023

VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to perform the physical and records maintenance task of storage, shipping and receiving of goods within warehouse/parts room and to verify all of the purchase orders for the food, custodial, instructional items, and automotive parts delivered to the warehouse.

ESSENTIAL JOB FUNCTIONS

- Possess the ability to determine part(s) required for the designated vehicle and maintain the knowledge to determine the most cost-effective vendor to provide the necessary parts in a timely manner for the completion of the vehicle repair.
- Performs shipping and receiving tasks of automotive, custodial and cafeteria parts/supplies in the warehouse/parts room, e.g., vehicle parts, materials and hazardous materials and schedules deliveries.
- Performs inventory and sorting tasks for warehouse/parts room delivery and storage; performs sorting and packaging of items to be shipped.
- Maintains inventory levels; verifies and/or submits purchase orders for parts and materials; investigates and resolves various purchasing discrepancies, e.g., product quality or number, shipment issues, receiving problems.
- Receives, unpacks, and examines deliveries; verifies accuracy of received inventory and inspects product condition; records and reports shortages/damages. Ensures all frozen food deliveries are unloaded and verified against the appropriate purchase orders and prepares daily receiving report.
- Maintains the maintenance/parts window and select food items and automotive parts to fulfill orders.
- Operates various small equipment and machinery to store and retrieve large pallets of merchandise and materials to and from storage areas, e.g., forklift, hand truck, pallet jack, electric cart.
- Performs general maintenance and custodial tasks of warehouse/parts facilities and equipment, e.g., sweeping, discarding waste.
- Performs numerous essential electronic recordkeeping duties to organize and ensure accuracy of warehouse/parts shipping, receiving and inventory databases.
- Assists in conducting inventories.

- Conforms to all state and local safety requirements.
- Ensures all deliveries are labeled, wrapped, and stored in the appropriate freezer location.
- Loads and unloads stock and puts stock in the appropriate location and/or finding a location when one is not specified in the system.
- Cleans and organizes area; maintains all USDA and Health Department records.
- Prepares daily receiving report.
- Receives, verifies, and distributes textbooks to schools and departments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school degree or equivalent, vocational training preferred.
- Two (2) years of related experience preferred.
- 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 organize work around broad organizational goals and processes.
- Requires the ability to perform technical or trades-based work that requires a solid understanding of basic algebra and statistics or use of heavy equipment.
- Requires the ability to follow basic guidelines for operational activities.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing.
- Requires the ability to use or repair small/light equipment, such as power tools, medium equipment and machinery, such as vehicles or commercial mowers, and heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.
- Requires the ability to supervise employees using or repairing heavy or complex machinery.
- Requires the ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery.

PHYSICAL DEMANDS

Very heavy work: 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. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, 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 an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

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

Date of Revision: October 18, 2022; December 18, 2023, effective July 1, 2023

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