STILLWATER PUBLIC SCHOOLS

**Job Title:** Warehouse Assistant III; Parts House Manager
**Job Code Number:**
**Department:** Facilities Management
**Reports To:** Assistant Director of Facilities Management
**Contracted Days:** 260

**Position Summary:** Receives, inventories, checks, stores, and issues supplies and other materials. Performs minor clerical tasks related to tracking and maintaining an appropriate inventory of the warehouse. Ensures supplies and parts are stored in a safe and appropriate manner. Train new warehouse staff in the standards and procedures of warehouse operations. Performs other duties as assigned. This position is designated as “essential staff” and may be required to work outside their regularly scheduled hours on an as-needed basis.

**Minimum Qualifications/Job Requirements:**

- **Education**
  - Required
    - High School Diploma or GED
  - Preferred
    - Some college credit or a degree in a related field
- **Specialized Knowledge, Licenses, etc**.
  - Required
    - Valid Oklahoma driver's license
  - Preferred
    - Forklift Operator’s License (Training provided)
- **Experience**
  - Required
    - 3-4 years of warehouse operations
  - Preferred
    - 5+ years of warehouse operations
- **Specific Training/Skills**
  - **Communication:** Effectively communicating in a professional, diplomatic, empathetic, and tactful manner using preferred method and level as applicable to the job.
  - **Team Orientation & Interpersonal:** Highly motivated team player able to develop and maintain collaborative relationships with all levels within and outside the organization.
  - **Organization & Time Management:** Able to plan, schedule, organize, and follow up on tasks related to the job to achieve goals within or ahead of established time frames.

- **Adaptability to Change:** Able to be flexible, supportive, and positively and proactively assimilate change in a rapid growth environment.
- **Relationship Management:** Able to personally provide a high level of interactive service to others, building relationships and addressing identified needs.
- **Ethics**: Able to demonstrate integrity, professionalism, civility, and a high degree of ethics in all job-related actions.

**The Board of Education and Superintendent may approve alternatives to some of the listed qualifications.**

**Customer Contacts:**

**Internal:** SPS Staff and Administrators
**External:** Vendors; outside contractors

**Essential Job Functions - (Majority of duties performed, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary):**

- Assists with ensuring the warehouse functions in a safe, clean, and efficient manner.
- Maintains accurate inventory of the warehouse.
- Unloads, checks, and stores incoming supplies and equipment.
- Inspects incoming supplies and equipment for conformity to purchase order specifications.
- Reports shortages, damages, or other discrepancies appropriately.
- Maintains appropriate quantities of supplies by procuring supplies.
- Checks in packages, marks, and arranges packages for timely delivery. ● Ensures supplies and parts are stored in a safe and appropriate manner. ● Keeps accurate records of items received and delivered.
- Assists with the tracking, pickup, and delivery of district equipment.
- Operates all warehouse equipment in a safe and efficient manner.
- Prepares bid documents and analyzes bid results.
- Communicates with Finance regarding purchase orders.
- Confers with the Asst. Facilities Director regarding staffing and storage space requirements
- Perform other duties as assigned by the direct supervisor or Director of Facilities.

**Working Conditions – (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position):**

*R-Regularly O-Occasionally N-Never*

| **Conditions** | **R** | | **O** | **Example Where Appropriate** |
|---|---|---|---|---|
| Infectious Disease/Material | | | X | |

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|---|---|---|---|---|
| Blood/Body Fluid | | | X | |
| Hazardous Material | | X | | |
| High Noise Level | | X | | Occasional loud noise due to equipment usage |

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|---|---|---|---|---|
| Combative Patients | | | X | |
| Electrical Hazards | | X | | Extension cords, wiring |
| Moving Objects/Equipment | X | | | Frequent moving of equipment/supplies |
| Toxic Gases | | X | | |
| Ionizing Radiation | | | X | |
| Dust | X | | | Frequent exposure to dust |
| Fumes | | X | | Paint and other products |
| Poor Ventilation | | X | | |
| Punctures/Wounds/ Cuts<br>Burns | | X<br>X | | |
| Steam<br>High Elevations<br>Operation of Motor Vehicle<br>Indoors/Outdoors | X<br><br>X | X<br>X | | Use of ladders and “man up” forklift<br>Use of vehicle to travel to various sites<br><br>Primarily indoor, but occasional outdoor work required |
| Cramped Body Positions<br>High Temperatures | X | X | | Outside during the summer months |
| Low Temperatures | X | | | Outside during the winter months |
| Wetness/Dampness | | X | | |
| Air Pressure | | X | | |

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|---|---|---|---|---|
| Changes | | | | |
| Vibration | | X | | |
| Oily/Slippery Surfaces | | X | | |
| Odors | | X | | Paint and other products |
| Explosives | | X | | Propane tank changes on forklift |
| Working with Others | X | | | Must be able to interact with co-workers & customers |
| Others (List) | | | | |

**Physical Demands – (The physical effort generally associated with this position):**

*R-Regularly O-Occasionally N-Never*

| **Abilities** | **R** | | | **Measurable Descriptor (height, distance, weight, frequency, etc.;**<br><br>**at least one example required)** |
|---|---|---|---|---|
| Vision (Corrected/Normal) | X | | | Correctable with lenses |
| Color Vision | | X | | |
| Hearing (Corrected/Normal) | X | | | |
| Sense of Touch | X | | | |
| Sense of Smell | X | | | |
| Finger Dexterity | X | | | |
| Temperature Discrimination<br>Intelligible Oral Communication | | X<br>X | | |
| Pushing<br>Pulling | X<br>X | | | Must be able to push at least 50 lbs<br>Must be able to pull at least 50 lbs |

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|---|---|---|---|---|
| Lifting<br>Floor to Waist | X<br>X | | | Must be able to lift at least 50 lbs |
| 12" to Waist | X | | | |
| Waist to Shoulder<br>Shoulder to Overhead | X<br>X | | | |
| Reaching Overhead<br>Reaching Forward | X<br>X | | | Required to retrieve supplies |
| Carrying | X | | | Must be able to carry at least 50 lbs |
| Standing | X | | | Majority of the day is standing |
| Sitting | | X | | Processing supply orders |
| Squatting | X | | | Squatting is required to retrieve trash, pick up items, etc. |
| Stooping | X | | | |
| Kneeling | X | | | |
| Walking | X | | | Walking is required |
| Running | | X | | |
| Crawling | | X | | |
| Climbing | | X | | |
| Stairs (Ascending/Descending) | | X | | |

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|---|---|---|---|---|
| Turning (Head/Neck) | X | | | |
| Repetitive Leg/Arm Movement | X | | | |
| Use of Foot or Hand Controls | X | | | |
| Use of Respiratory Protection | | X | | |

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|---|---|---|---|---|
| Others (List) | | | | |

**There will be no discrimination in the district because of age, color, disability, gender, gender expression or identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.**

**APPROVALS**

Employee Date

Director/Principal Date

HR Director Date