

POSITION DESCRIPTION

Transportation/Warehouse Coordinator

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Department/Site

FLSA Non-Exempt

Evaluated by

Salary Range 34

Summary

Coordinates the District's transportation and warehouse services, and urgent and scheduled vehicle maintenance. Coordinates and performs a variety of receiving, inventory, fixed asset management and distribution duties in the operation and maintenance of the District's central warehouse.

Essential Duties and Responsibilities

- Assures that District vehicles are safe to operate by evaluating necessity of service repairs.
- Assigns proper vehicles for use by authorized District staff members. Assigns drivers for District authorized trips.
- Coordinates, assures, and participates in vehicle inspections to comply with all applicable laws and regulations, taking information from vehicle safety reports and converting to work orders to accomplish needed repairs.
- Obtains vehicle registrations and verifies vehicle safety.
- Maintains maintenance/servicing records. Maintains confidential DMV driving records of staff as it affects their eligibility to use District-owned vehicles.
- Organizes and leads the work of staff engaged in the operations and maintenance of the District's central warehouse.
- Establishes delivery schedules and methods for providing efficient warehouse services. Performs and may assign routine and special deliveries of supplies, materials, and equipment.
- Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies.
- Arranges the storekeeping of goods, materials, supplies and equipment to optimize safekeeping and use of space.
- Coordinates and assists with the assembly, delivery and set-up of furniture and other heavy items that are received by the warehouse for distribution to departments.
- Documents receipt of goods into an automated inventory control/procurement system.
- Analyzes space usage for maximum utilization. Confers with other purchasing staff as needed to determine storage space requirements and optimum stock quantities.
- Analyzes inventory movement and suggests re-order points and/or adjustments in the amount of inventory stored for future consumption.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
- Prepares various reports on warehouse operations and activities.
- Coordinates and conducts periodic physical inventories of warehoused items and fixed assets throughout the District.
- Assists with inventory disposition of surplus property, processing forms and documentation.
- Documents transactions to support annual fixed asset inventory and audits.
- Performs other duties as assigned that support the overall objective of the position.
- Coordinates District fleet, rental, and charter transportation services to meet District needs.

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- Attends periodic and annual meetings on transportation needs, resources and program.
- Assists purchasing staff in maintaining the District's fixed assets inventory.
- Assists with records pickup, storage, retrieval and disposal throughout the campus.

Qualifications

- Knowledge and Skills

- Requires working knowledge of vehicular operational and safety laws, regulations and standards, particularly as they apply to education fleet transportation.
- Requires knowledge of service documentation requirement and practices and sufficient skill to write clear reports of service activity.
- Requires a working knowledge of the principles and practices of the operations, services and activities of the central warehouse.
- Requires a basic knowledge of the materials, equipment and supplies stored and used in District operations.
- Requires a thorough understanding of warehouse recordkeeping techniques including appropriate computer-aided programs for purchase orders and inventory management.
- Requires knowledge of and skill at using warehouse equipment such as but not limited to forklift, pallet jack, and other material handling devices.
- Requires sufficient math skills to compute sums and fractions.
- Requires sufficient language skills to document warehouse activity and prepare routine reports.
- Requires sufficient human relations skill to maintain positive work relationships with internal customers and vendors, and to train others assigned to the warehouse.

- Abilities

- Requires the ability to perform the functions of the position and schedule warehouse activity in a manner conducive to proficient performance.
- Requires the ability to maintain accurate records and prepare and distribute mandated forms on a timely basis.
- Requires the ability to analyze vehicle maintenance problems and take corrective action.
- Requires the ability to maintain productive relationships with external agencies dealing with transportation.
- Requires the ability to plan, prioritize, perform, and lead work as necessary to meet schedules and timelines.
- Must be able to write and maintain records according to departmental standards.

Physical Abilities

- Incumbent must be able to work indoors in a warehouse environment and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in active physical labor.
- Requires ambulatory ability to sit, walk to campus locations, and operate vehicles and equipment.
- Requires the ability to lift, carry and move medium to heavy weight materials up to 50 pounds on a frequent basis; up to 75 pounds on an occasional basis.
- Requires visual acuity to read printed materials and computer screens, to drive a vehicle, and to observe work processes.

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- Requires the ability to use hearing for ordinary and telephonic conversation, to provide staff training sessions, and to hear sound prompts from equipment.
- Requires sufficient hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.
- Requires the ability to operate a hand truck and commercial forklift.

Education and Experience

- A high school diploma, or the equivalent, and two years of fleet or transportation experience and two years warehouse experience.

Licenses and Certificates

- Requires a valid California Class C or higher driver's license and a Forklift Trainer Certificate.

Working Conditions

- Work is performed indoors and outdoors where considerable safety considerations exist from exposure to fumes, chemicals, temperature extremes, and moving objects.