



Classification Summary

Serve as a lead person and oversee the warehouse, inventory and distribution system to ensure proper and safe storage, inventory and delivery of goods, supplies, and other items in a timely manner. Perform warehousing and other related duties as required.

Supervisory Relationships

Reports to the Procurement Management Analyst. Provides technical supervision of other warehouse personnel with emphasis on employee training, work scheduling, assignments and safety management. Coordinates receiving, warehousing/inventory control, and distribution with the procurement operations.

Distinguishing Characteristics

1. This classification is distinguished from the Warehouse Operations Assistant classification by the emphasis on leadworker responsibilities and for planning of supply orders, inventory control, and timely distribution to users.
2. This classification is distinguished from the Warehouse Operations Specialist I by the larger amount of Warehouse Operations Assistant staffing to oversee and the variety of goods, materials and supplies to be inventoried and distributed.

Examples of Duties

(The following are examples for purposes of illustrating the types of duties. Examples listed should not be considered to be all inclusive or exclusive.)

1. Provide technical supervision of other warehousing personnel including employee training, work scheduling, and delivery scheduling.
2. Ensure that materials, supplies, and equipment are properly received, inspected, stored, issued and delivered in compliance with policies and procedures.
3. Check goods received for conformity to purchasing specifications. Identify and report shortages and damaged goods, and correct deficiencies in delivered goods.
4. Operate an open stores service center.
5. Maintain inventory of surplus equipment and supervise issuance and receipt of such surplus. Coordinate and schedule transport and the general disposition of surplus equipment with the State of Oregon.
6. Maintain an automated material and supply inventory with proper reports for exceptions, transactions, picks and deliveries.
7. Provide for a safe work environment and ensure safe work practices and complied with. Provide for a clean, orderly, and secure warehouse.
8. Assist in the development and implementation of an efficient layout of the warehousing operations.
9. Review, coordinate, and schedule work orders submitted by buildings and departments (i.e. moving furniture and office equipment, moving filing cabinets.)
10. Provide for contracted maintenance an repair of maintenance equipment, office furniture and other on-going service contracts.

Required Knowledge, Skills and Abilities

1. Knowledge of principles and practices of inventory control, materials acquisition, storage, and distribution.
2. Ability to plan and schedule deliveries and assign personnel to schedules.

3. General knowledge of warehousing and accounting procedures including an automated systems of receiving, inventory and distribution. Ability to understand and comply with automated merchandising and purchasing/receiving procedures, and related records management requirements.
4. Ability to compile, analyze and prepare reports pertaining to purchases, inventory levels, and the general efficiency of the operations.
5. Knowledge of all equipment and vehicles used in the warehousing/distribution operation (i.e. fork-lift, transport vans and trucks, and hydraulic lifters); and the ability to train employees on the proper and safe operation of such equipment.
6. Ability to communicate effectively, both orally and in writing, including interpersonal skills to instruct and train other personnel. Ability to provide leadership for an operation and staff.
7. Good physical condition to perform heavy lifting, supply stocking, and other manual labor tasks.
8. Adaptability and flexibility to perform work within changing priorities.
9. Ability to work harmoniously with staff, students, administrators, vendors, and others.

Minimum Qualifications for Class Entry

1. Four years of progressively responsible warehouse experience in a large volume operations which included experience in inventory control and the ability to provide work unit leadership.
2. An Associate Degree from a two year college with major course work in Logistics, Transportation, Materials Management, or related field may be substituted for two years of warehousing/inventory control.

Work Environment

Work requires lifting of materials and supplies in the receiving and distribution of items, usually between 25 to 75 pounds. Work requires prolonged standing, walking, and overhead work. Deliveries are made in various types of weather including inclement conditions.