



DeKalb CUSD 428
Job Description

Position Title: Warehouse Specialist
Labor Grade: VI
Department: Facilities
Supervisor: Director of Facility & Safety Operations or Designee
Calendar: 260-Day Calendar
FLSA Status: Non-Exempt; Hourly
Date: January 21, 2025

Objective

Responsible for maintaining required inventory levels; ensuring specifications, quantity and quality of orders are correct; verifying stock and identifying losses; maintaining an organized warehouse layout; loading and unloading orders; expediting receiving, shipping; picking up and delivery of supplies, equipment and other materials (as assigned within a strict timeline and safety protocols) to and from various district sites.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
3. Conducts physical inventories for the purpose of verifying stock and identifying losses.
4. Assists with scheduling the delivery of materials, under strict timeline and safety protocols, to and from various District sites (e.g. inter-school mail, supplies, equipment, food, etc.) for the purpose of ensuring the effective and efficient operation of services provided for students and staff.
5. Drives vehicles for the purpose of transporting orders and materials to designated sites.
6. Loads/unloads trucks and related vehicles for the purpose of preparing materials and equipment for delivery.
7. Picks-up and delivers a variety of materials (e.g. mail, equipment, materials, printing requests, supplies and monetary funds, etc.) both in and outside the District for the purpose of delivering services in conformance with department and District objectives.
8. Receives incoming orders of supplies and equipment for the purpose of ensuring proper receipt of items delivered to the Warehouse, identifying and documenting discrepancies, and verifying condition of items received.
9. Processes documents and materials (e.g. Requisitions, invoices, purchase orders, packing slips, business documents, credits, etc.) for the purpose of verifying information.
10. Prepares orders by pulling from stock for the purpose of meeting requisition/delivery requirements.

11. Operates warehouse equipment (e.g. forklift, hand trucks, pallet jacks, standard office equipment, etc.) for the purpose of handling large and heavy items and other equipment safely and efficiently.
12. Responds to inquiries of staff and vendors for the purpose of providing information and/or direction regarding the status of deliveries.
13. Maintains warehouse facilities for the purpose of ensuring an efficient and orderly appearance and operation for receipt, inventory and distribution of equipment and supplies.
14. Manage the asset management tag system for furniture and equipment.
15. Participates in meetings, workshops, trainings and seminars for the purpose of conveying and/or gathering information required to perform functions.
16. Maintains, assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
17. Coordinates with assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
18. Perform routine inspections of the entire facility for the purpose of preventative maintenance and identifies areas of improvement.
19. Respond to immediate safety and/or operational concerns for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
20. Prepare various reports (requisitions, safety inspections, work orders, inventory records, timesheets, etc.) for the purpose of providing information required to maintain the facility.
21. Inventory custodial supplies and equipment and place orders (cleaning equipment, paper products, vacuum, mops, etc.) for the purpose of the availability of items required to properly stock facilities.
22. Manage work orders for assigned buildings.
23. Serve as the back up for the District Mail Clerk.
24. Participation in snow/ice removal services during and outside of hours is required based on needs of the District.
25. Perform general custodial and/or maintenance duties for the purpose of ensuring district facilities are kept in a well-maintained condition and buildings are covered as needed.
26. Carries out such additional duties as required or as conditions necessitate.

Qualifications

1. Valid Driver's License is required.

Knowledge, Skills and Abilities

1. Ability to follow verbal and written instructions in English and communicate clearly with others.
2. Able to perform multiple, technical tasks with a need and desire to upgrade skills in order to meet changing job conditions.

3. Must exhibit specific skill based competencies required to satisfactorily perform the functions of the job include, but not limited to operating equipment and tools used in skilled trades, computer systems, and software literacy (email, work orders, etc.)
4. Must be able to adhere to safety practices (e.g. proper handling of hazardous materials, proper use of personal protective equipment, proper lifting techniques, and proper use of ladders/lifts, etc)
5. Able to plan and manage projects.
6. Ability to work within a schedule and ability to schedule activities, collate data; and use job related equipment.
7. Flexibility is required to work with a diverse group of individuals in a variety of circumstances.
8. Specific based competencies required to satisfactorily perform the functions of the job including adapting to changing work priorities, communicating with diverse groups, displaying mechanical aptitude, working under time constraints, meeting deadlines and schedules, working independently as well as part of a team and working with constant interruptions.
9. Ability to complete assigned tasks successfully.
10. Report of Physical Examination from a licensed physician stating physical fitness to perform the essential functions of the position.

Supervisory Responsibility

None

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Education and Experience

1. High School Diploma or equivalent required.
1. Minimum of 3 years experience as a professional facility technician is preferred for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Start and end time may vary in accordance with contractual language upon the needs of the district.

Evaluation

Performance of this job will be cooperatively evaluated annually by the Director of Facility & Safety Operation or Designated Assignee, in accordance with provisions of Board policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical activity of this position. <i>(Please check all blocks that apply)</i>		
<input checked="" type="checkbox"/>	A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	E.	Crouching. Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	F.	Crawling. Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	G.	Reaching. Extending hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	H.	Standing. Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

<input checked="" type="checkbox"/>	J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
<input type="checkbox"/>	L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
<input type="checkbox"/>	M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
<input type="checkbox"/>	N.	Grasping. Applying pressure to an object with the fingers and palm.
<input type="checkbox"/>	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
<input checked="" type="checkbox"/>	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<input type="checkbox"/>	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<input type="checkbox"/>	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

The physical requirements of this position. (Please check only one block)

<input type="checkbox"/>	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input type="checkbox"/>	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	E.	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 visual acuity requirements including color, depth perception, and field vision. (Please check only one block)

<input type="checkbox"/>	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
<input checked="" type="checkbox"/>	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
<input type="checkbox"/>	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
<input type="checkbox"/>	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
The conditions the worker will be subject to in this position. (Please check all blocks that apply)		
<input type="checkbox"/>	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
<input checked="" type="checkbox"/>	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input checked="" type="checkbox"/>	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input checked="" type="checkbox"/>	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
<input checked="" type="checkbox"/>	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
<input checked="" type="checkbox"/>	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
<input type="checkbox"/>	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
<input type="checkbox"/>	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.

<input type="checkbox"/>	K.	The worker is required to function in narrow aisles or passageways.
<input type="checkbox"/>	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures

This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: Click or tap to enter a date.

HR Representative: _____

Signature: _____ Date: Click or tap to enter a date.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: Click or tap to enter a date.