

Fountain-Ft. Carson School District Eight
Job Description

Job Title: **Lead, Purchasing/Warehouse**
Pay Schedule/Range: **Classified**
Prepared/Revised Date: **January 1, 2025**

Reports To: **Facilities Operations Mgr**
FLSA Status: **Non-Exempt**
Work Year: **12-month**

SUMMARY: Responsible for day-to-day operations by assisting the Operations Manager of the District in purchasing and warehousing functions including purchasing items, maintaining appropriate levels of stock, supervising inventory control, and monitoring the arrival and distribution of equipment and supplies. Assist with maintaining District archiving and print shop functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency
1. Assist with managing the warehouse personnel including interviewing, training, assigning work and making recommendations on employment, transfer, promotion, and release.	D
2. Assists in the delivery and tracking of all materials from the time they enter the warehouse facility, directs the transport of equipment and supplies, and ensures items are delivered and signed for at District sites.	D
3. Assists District in-house mail delivery system (the "Pony"), including pick-up and delivery of bulk purchases (e.g. Sam's Club orders). Coordinates weekly workflow for the warehouse to facilitate District needs.	D
4. Serve as a backup for the Operations Manager to ensure the warehouse is running as the District requires in the absence of or where job responsibilities overlap and benefit from additional leadership.	D
5. Assists in print services for the District including job set up, bindery service, collating items, and ensuring documents are prepared based on client requests. Serve as backup for print shop personnel.	D
6. Coordinate the collection, and delivery of District science kits/materials, and PreK materials to schools.	M
7. Assists in coordinating District archives and ensures that documents and files are maintained according to District policies and procedures. Coordinate paper shredding services.	W
8. Assists in coordinating and scheduling the collection and disposal of district-generated hazardous waste, including electronic equipment.	M
9. Assists in maintaining inventories, coordinating physical inventory counts and disposal of fixed assets.	A
10. Coordinate and direct all maintenance on trucks, forklifts, pallet jacks and other equipment for safety and daily use.	W
11. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in business, preferred.
- Minimum of three years of experience in purchasing and/or warehouse operations.
- Previous supervisory experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado Class A driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good interpersonal relations skills and oral and written communication skills.
- Strong math and accounting skills.
- Customer service and public relations skills.
- Budget development and fiscal management skills.
- Knowledge of warehousing practices, hardware and equipment, including receiving and picking orders. Building stock level models in software.

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- Ability to manage multiple priorities and multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to promote and follow Board of Education policies, administrative policies and practices and building and department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, including Excel.
- Experience with School ERP Pro (Formerly Infinite Visions) applications; knowledge of Purchasing & Payables and General Fixed Assets modules, preferred or comparable warehouse software.
- Operating knowledge and ability to operate fork lifts; motorized pallet jacks, lifts, and trucks.
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
Reports to:	Facilities Operations Manager	
	POSITION TITLE	# of EMPLOYEES
Direct reports:	Assists in leadership with the Operations Manager	3

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel, stoop, kneel, crouch, or crawl and smell. The employee is occasionally required to sit, reach with hands and arms, and climb or balance. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather), works near moving mechanical parts, works in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to use interpersonal skills. The employee is frequently required to compare, copy, analyze, communicate, coordinate, instruct, compute synthesize, evaluate, compile, and negotiate.