Houston Independent School District

Job Description

Position Title: Warehouser Team Leader

Contract Length: 12M

Date: 04/30/09

Date of Last Revision: 02/23/10

Job Code: WH0085

Pay Grade: 23

FLSA Exemption Status: NE

Job Family – Warehouse

Job Summary

Under general supervision, leads the activities of warehouse staff to ensure timely and accurate service in accordance with established HISD policies and procedures. Regularly performs technical and operational leadership to a group of warehouse personnel. Regularly provides advanced warehouse services and responds to escalated issues.

Major Duties & Responsibilities

List most important duties first

1. Leads the receiving, stocking, and daily distribution of all warehouse inventory and interdepartmental mail.

2. Recommends to Manager, Inventory Control inventory lends and stock outages for Central Shop and other satellite locations. Researches and orders parts not stocked in inventory for HISD Fleet.

3. Acts as a resource for junior departmental staff to address work-related questions or issues.

4. Implements policies and procedures to ensure federal, state, local and Board compliance.

5. May lead the inventory management of assets.

6. May provide assistance in other areas, such as website communications or the online auction process.

7. Performs other job-related duties as assigned.
# Houston Independent School District  
## Job Description

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>High School Diploma or GED</th>
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<tr>
<td>WORK EXPERIENCE</td>
<td>1 to 3 years</td>
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| TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION | SAP, Microsoft Office  
Office equipment (e.g., computer, copier), Vehicles (e.g., automobile, truck, tractor, forklift) |
| LEADERSHIP RESPONSIBILITIES | Work Leadership. Regularly provides project management or team leadership to a group of two or more employees, but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading. |
| WORK COMPLEXITY/INDEPENDENT JUDGMENT | Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision. |
| BUDGET AUTHORITY   | No budget development activity is required. |
| PROBLEM SOLVING    | Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas. |
| IMPACT OF DECISIONS | Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction. |
| COMMUNICATION/INTERACTIONS | Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments. |
| CUSTOMER RELATIONSHIPS | Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution. |
| WORKING/ENVIRONMENTAL CONDITIONS | Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noise, chemicals, etc.  
Ability to carry and/or lift less than 15 pounds. |