



LEAD WAREHOUSE TECHNICIAN

Rev. June 2026

Job No.: 7505

Reports to: Supervisor, Distribution Center

Dept./Campus: Warehouse Copy Center

FLSA Status: Non-exempt

Pay Grade: 705

Term: 247 Days

PRIMARY PURPOSE:

To lead daily activities of the District's central warehouse to facilitate smooth operations for all programs and tasks that the distribution center supports. Maintain safe and efficient storage, for accurate retrieval and delivery of district supplies.

MAJOR RESPONSIBILITIES AND DUTIES

- Guide and support the daily activities of warehouse technicians to meet timelines and objectives.
- Maintain service levels to meet all necessary customer requirements and delivery deadlines.
- Perform pre-shift equipment checks and safely operates industrial equipment.
- Perform and lead basic sanitation duties to maintain a clean and safe environment, such as clearing aisles of debris and stacking empty pallets.
- Serve as a positive role model and peer coach for all new hires.
- Safely and accurately complete customer orders, free of damage by inspecting each before delivery.
- Ensure daily pick-up/delivery routes of mail and intra-district transfers to campuses and administrative offices are completed to ensure timeliness of routes and assist with development of routes.
- Oversee the receiving of merchandise from outside vendors to the warehouse and campuses as required. Verify accuracy of receipts; process receiving, discrepancy, and damage reports as needed.
- Coordinate material receiving or deliveries with district departments.
- Provide training to warehouse technicians and district staff as necessary relating to warehouse procedures and management of projects.
- Maintain safety mindset in all duties performed; to include but not limited to driving, material handling; and job site evaluation.
- Work with supervision to ensure all department staff have the necessary training and resources to perform their duties.
- Assist with scheduling maintenance of distribution vehicles and equipment.
- Assist in completion of the district asset transfer and surplus disposition processes to ensure transfers are completed timely and accurately; surplus items are processed for best value possible in accordance with district policy.
- Assist with department asset tracking.
- Keep accurate records of pick-ups and deliveries.
- Ensure mail will be picked up from the U.S. Post Office and school offices, sorted and delivered each day.
- Assist with money bags and money pick-ups.
- Protect confidentiality of records and information; discusses information only with supervision.
- Provide support for district setups for special functions.
- Participate in appropriate in-service and workshop programs.
- Primary back-up to Distribution Center Supervisor.
- Run reports and track warehouse requisitions.
- Interface with supervision regarding inventory levels and new inventory needs.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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SUPERVISORY RESPONSIBILITIES

- Provide daily operational oversight to Warehouse Technicians.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Forklift certification preferred.
- Valid Texas driver's license with no serious violations.
- Pre-Employment Entrance Medical Examination prior to the beginning of employment duties (may condition the offer of employment on the results of such examination).
- Experience in supply management and inventory control.

Knowledge/Skills/Abilities:

- Knowledge of technology-based inventory and inventory/warehouse systems experience preferred; and computer and related software (Google Suite, Access, Excel, Word).
- Ability to understand and follow written and verbal instructions; communicate effectively; and document required information into reports/forms.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Position will require the ability to drive, walk, stoop, kneel, climb and bend to perform work.
- Occasionally, ascends/descends a ladder.
- May be exposed to intermittent sounds of a loud nature.
- May be exposed to high or low temperatures in the warehouse.
- May be exposed to outdoor weather conditions during portions of the day.
- Must move about within building to perform warehouse work.
- Must be able to stand or walk for sustained periods of time.
- Work near moving mechanical equipment.
- Constantly operates equipment and machinery.
- Constantly positions self to be able to reach items on ground or above head.
- Frequently lifts and moves items weighing up to 50 pounds.
- Maintain composure and professionalism at all times.

Equipment Used:

- District vehicles: delivery van and 26' box truck (non-CDL).
- Equipment dollies, forklift, pallet jack, shrink wrap machine and hand tools.