



UNION JOB DESCRIPTION

TITLE: Warehouse Foreman

DEFINITION:

Provide leadership and direction for all Warehouse personnel. Coordinate activities, assign jobs, supervise and work with all Warehouse personnel under the direction of the Manager, Materials Management & Warehouse. Performs other duties related to Warehouse operations, including PTO scheduling, labor recording, material and inventory control, assist customers and District employees with material needs and assisting Standards with proper identification of material.

DISTINGUISHING CHARACTERISTICS:

This is a leadership and working Foreman position as directed. This classification is distinguished from the other Warehouse by the increased responsibility for coordinating Warehouse activities, training and evaluating Warehouse personnel while ensuring safety rules, regulations and District policies, practices and procedures are followed. The Warehouse Foreman position shall be filled in accordance with the process set forth in Subsections 6.2.5 and 6.2.7 of the Collective Bargaining Agreement. The interview team will be comprised of an equal number of management and Union members. Union members for the interview team will be selected by the IBEW.

ESSENTIAL JOB FUNCTIONS:

1. Ensure and maintain alignment with District safety values and priorities.
2. Train, lead, and motivate Warehouse employees in department and District policies.
3. Direct all Warehouse employees with filling Work Order Material Requests.
4. Maintain a clean and orderly Warehouse.
5. Assist all Storekeepers when applicable.
6. Initiate problem resolution and District process improvements when applicable.
7. Verify and release for approval to the Manager all time sheets for Warehouse personnel.
8. Update Forklift hours for transportation.
9. Handle storage, sale and recording of surplus equipment disposal.
10. Work with Sr. Material Coordinator on Cycle Count Inventory. Working with various Material groups, recommend min/max levels on various cataloged commodities.
11. Assist Manager in team participation concepts to evaluate new Warehouse techniques and procedures. Assist Manager with yearly PTO schedule; coordinate daily PTO schedule, track sick leave call ins, and upgrade of employees as needed. Can approve time off request in absence of Manager as outlined in departmental procedures.
12. Assist with the development and maintenance of the Warehouse operating procedure's manuals.
13. Perform all lower-level Warehouse position functions and provide backup or coverage as needed.

OTHER RESPONSIBILITIES:

1. Assist with implementation of any new system software.
2. Schedule training for Warehouse personnel.

OTHER RESPONSIBILITIES: (continued)

3. Train senior employees on Warehouse Foreman position.
4. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Safe work practices and procedures.
- Principles and processes for providing exceptional customer service.
- Leadership principles, cohesive team building and training techniques.
- Materials Management and Inventory Control techniques and analysis methods.
- Warehouse and District policies, standards and procedures.
- The Collective Bargaining Agreement and applicable letters of understanding.
- Materials used for District construction projects and basic functions of user Departments.
- Automated inventory data collection and bar code technology.
- Basic mathematics.
- Demonstrate basic proficiency in computer applications for word processing, spreadsheets, databases, and emails.
- Demonstrate proficiency in the use and functionality of the materials management system
- Surplus material procedures practiced by the District.
- Equipment to move or transport supplies including experience operating freight trucks, forklift and other District vehicles.
- Occupational hazards and safety precautions required for Warehouse workers.
- First Aid and CPR methods.
- District Accident Prevention Manual.

Ability to:

- Support and promote a top priority safety culture.
- Communicate effectively, both orally and in writing.
- Provide effective leadership and support to all staff.
- Create and promote a cohesive team atmosphere.
- Provide an exceptional level of customer service.
- Use computers, automated systems and databases, and learn new computer software.
- Train employees in materials management, handling techniques, and use of the materials management system entry.
- Exercise independent judgment.
- Establish priorities, balance Warehouse workloads and adapt to changing priorities.
- Collaborate with user departments in the application of the materials management systems.
- Lift, carry, and move various Warehouse items safely.
- Prioritize, advise, and assign work to Warehouse staff.

Education/Experience:

- High School diploma or equivalent.
- Five (5) years progressively more responsible District experience in Materials Management and Warehousing.

License or Certification:

- Valid Washington State Commercial Driver's License (CDL), Class A.
- Propane Certification.
- Forklift Certification.
- First Aid/CPR Certificate.
- Successful completion of a Defensive Driving Class.
- Successful completion of the Fundamentals of Electricity training.

MINIMUM QUALIFICATIONS: (continued)

License or Certification: (continued)

- Successful completion of a joint interview process.

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environment in varying weather conditions.
- Exposure to loud noises from machinery, external weather conditions, and chemical/hazardous materials and spills.
- Must be able to lift and carry an average of 65 pounds on a daily basis.
- Long periods of sitting and driving a freight vehicle required.
- Incumbents perform repetitive hand movements from computer keyboard and mouse use.
- This position subject to varying shifts, long hours and 24-hour call out.