



UNION JOB DESCRIPTION

TITLE: Warehouse General 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 but not limited to: PTO scheduling, timecard verification and release for approval, labor recording, materials management inventory control, works with Manager, Materials Management & Warehouse to set and achieve goals towards improving existing work practices, and assist customers and District employees with material needs with an emphasis on assisting Standards with proper identification of materials.

DISTINGUISHING CHARACTERISTICS:

This is a leadership and working Foreman position as directed. This classification is distinguished from the other Warehouse Foreman by the increased responsibility for coordinating Warehouse activities, training, and evaluating Warehouse personnel while ensuring safety rules and regulations and District policies, practices, and procedures are followed.

This is a bid classification that requires an interview. The interview team will be comprised of an equal number of management and represented members. Represented members will be by selection of the IBEW. The District will select the successful candidate.

The Warehouse General Foreman will begin their duties earlier than the regular start time for other Warehouse staff for planning purposes. The Warehouse General Foreman is required to periodically make unannounced satellite office visits during or after hours at a frequency determined by the Manager, Materials Management and Warehouse.

The Warehouse General Foreman is expected to commence their duties earlier than the Warehouse regular start time to get coverage in time to fill satellite offices.

ESSENTIAL JOB FUNCTIONS:

1. Ensure and maintain alignment with District safety values and priorities by fostering and sustaining a culture of safety within the Warehouse.
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 with a strong focus on returning materials back to stock in a timely manner.
5. Continuously scrutinize and evaluate materials data and make recommendations to the Manager, Materials Management and Warehouse/Standards Department(s) regarding overages, scarcity, and dead stock.
6. Assist all Storekeepers when applicable.
7. Initiate problem resolution and District process improvements when applicable.
8. Verify and release for approval to the Manager all time sheets for Warehouse personnel.
9. Update Forklift hours for transportation.
10. Develop and maintain a comprehensive training program for the Warehouse personnel
11. Handle storage, sale and recording of surplus equipment disposal.

12. Work with Operations Analyst on Cycle Count Inventory. Working with various Material groups, recommend min/max levels on various cataloged commodities.
13. 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.
14. Assist with the development and maintenance of the Warehouse operating procedures manuals.
15. Perform all lower-level Warehouse position functions and provide backup or coverage as needed.
16. Establishes performance expectations, work priorities, and staff assignments.
17. Be a proactive communicator who excels in both written and verbal communication, ensuring clear and open channels with colleagues and internal customers.
18. Evaluates staffing needs of the department and makes recommendations.
19. Oversees the District's warehouse operations (i.e., receiving, transferring, storing, inventory/control and issuing of materials) and recordkeeping activities ensuring compliance with District Policies and systems to maintain inventory control.
20. Assists in inventory reconciliation of cyclical counts of transaction errors of warehouse material adjustments, ensuring that such transactions are accurately processed.
21. Coordinates with Standards Department to identify substitute inventory items.
22. Oversees optimal inventory levels, storage and security of all materials, supplies and equipment in the District inventory, including storm stock levels and/or other emergency reserves.
23. Maintains a pool of drivers and necessary equipment to deliver warehouse stock and/or materials to satellite warehouses and/or crews as needed.
24. Oversees all satellite offices.
25. Creates maintenance, facilities, and transportation service requests timely.
26. Works directly with Contracts and Purchasing Department, checking on materials, adjusting minimum/maximum quantities as needed, answering material questions etc.
27. Helps coordinate materials for mutual aid, balancing the aid with District business needs, requests, inventory levels, Standards, etc.

OTHER RESPONSIBILITIES:

1. Assist with implementation of any new system software.
2. Schedule training for Warehouse personnel.
3. Train senior employees on Warehouse General 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.
- Apply conflict management techniques to resolve disputes constructively.
- 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, AND
- Two (2) years in a Foreman, Lead, or supervisory capacity at the District.

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.

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.