



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Warehouse Supervisor
<b><i>Payroll/Personnel Type:</i></b>	12 Months(Exempt)
<b><i>Reports to:</i></b>	Building Commissioner

**Position Summary:**

Perform the duties required to maintain efficient warehouse operation, which includes the requisition, receipt, check and storage of material and supervision of warehouse personnel; maintain inventory of raw material warehouse.

**Essential Functions:**

- Supervise warehouse personnel, to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increases, promotion and disciplinary measures; conduct performance evaluations.
- Requisition material based on anticipated needs and inventory levels.
- Receive material, perform quality checks and input delivery tickets for acceptable items.
- Determine needed tool crib parts and place order with approved vendors.
- Maintain the inventory tracking system by performing or directing duties to add, remove, transfer or hold materials.
- Pull inventory information from the tracking system for routine and special reporting needs.
- Maintain general operating budget and the Buildings and Grounds tool crib budget.
- Research part numbers and possible sources for obsolete and hard-to-get parts.
- Communicate with vendors regarding needs, problems, errors, etc.
- Coordinate material needs with various foremen and order material to support current and anticipated projects.
- Schedule driver deliveries based on anticipated timeframes and material requests.
- Respond to buyer inquiries regarding purchasing needs, storage or other warehouse related issues.
- Unload materials delivered by truck and store appropriately.
- Issue raw material/tool crib parts to tradesmen.
- Perform related duties or special projects.

**Experience:**

Graduation for high school or equivalent plus additional broad specialized training equal two years of college, preferably in Inventory or Warehouse Management.

**Knowledge, Skills, and Abilities:**

- Ability to apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others.
- Ability to initiate action and resolved problems



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**Physical Requirements:**

- Walking, sitting, climbing, reaching, talking
- Clarity of vision at 20 feet or more and 20 inches or less with the ability to judge distance and space relationships and see to the right or left when fixed on a point.

**Working Conditions and Environment:**

Somewhat undesirable working conditions. Exposed to odor, noise, dust, heat, cold, chemicals and/or other elements.

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

	Date		Date
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Human Resources	Date
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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***