



Mobile County PUBLIC SCHOOLS

Job Description Title – WAREHOUSE WORKER – TRUCK DRIVER

SUPERVISED BY/REPORTS TO: Fixed Assets/Distribution Services Supervisor

FLSA Designation: Non-exempt

BASIC FUNCTION: Under general direction of an assigned supervisor, perform general warehouse duties such as process, receive stock, pull orders, load and unload trucks; drive a District vehicle to deliver materials in a reasonable, timely manner as assigned to meet the needs of students, staff, sites and departments.

QUALIFICATIONS:

- Must meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must be a high school graduate from a regionally accredited school or have GED equivalent. Transcript must be provided before starting work.
- Must have knowledge of fixed assets.
- Must have basic computer skills including but not limited to Excel and Word.
- Must have the ability to work with spread sheets, databases, word processing, and general accounting.
- Must have knowledge of warehousing and purchasing system methods.
- Must possess a valid Alabama Driver's License and be insurable as determined by MCPSS personnel with review of private and business driving records within any three-year time frame.
- Good general health, clean in attire and appearance.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to read and interpret documents including equipment instruction manuals, safety rules, orders and invoices, and district procedure manuals. Ability to follow both written and oral instructions in English. Ability to write routine reports and correspondence.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

KNOWLEDGE AND ABILITIES:

Knowledge of

Basic Math Skills to perform mathematical calculations with speed and accuracy

Proper methods of lifting

Basic computer skills

Determines appropriate places for storage
Strong Organizational skills

Ability to

Operate a truck to pick-up and deliver supplies, equipment and materials.

Operate a forklift and other warehouse machines and equipment in a safe and responsible manner.

Operate a computer terminal

Ability to perform multiple tasks simultaneously

Coordinate work with other employees. Maintain cooperative working relationships and communicate with a diverse range of people using patience and courtesy.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job:

- The employee is frequently required to walk or stand for possible long periods of time.
- The employee must have physical strength and agility, dexterity, acuity, reflexes, and be able to grasp, push, pull, bend, squat, lift, and have mobility to perform job responsibilities.
- The employee must be able to lift or carry weights of 50 to 100 pounds.
- The employee frequently utilizes materials handling equipment including, but not limited to hand trucks, pallet jacks, forklifts, and trucks; heavy physical activity required.
- The employee must climb in and out of the box trucks numerous times a day.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts in and outside weather conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- ✓ Works in a warehouse. Drives a vehicle to conduct work in a safe and responsible manner.
- ✓ While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels due to the operation and location of equipment in use.
- ✓ The employee may be exposed to odors, fumes, machinery vibrations, depending on work location and time.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.

1. Pack, unpack, load, receive and store books, supplies, materials, furniture, instructional materials, equipment and other items in a reasonable, timely manner to meet the needs of the sites and departments; shelve, arrange and label stock.
2. Load and unload vehicles; transfer and/or move materials and store items as required; receive and inspect ships for damages, shortages, wrong items, and other concerns; verify deliveries against purchase orders/textbook warehouse stock requisitions to ensure accuracy of supplies ordered and notify supervisor of discrepancies and

damages; check in and out instructional materials in the warehouse management system.

3. Participate in warehouse operations, including maintaining an accurate inventory of warehouse stock to ensure the financial viability of the district.
4. Operate a variety of warehouse vehicles and equipment; inspect vehicle as needed to perform pre-trip inspection and minor services such as adding appropriate fluid and water.
5. Assists in moving, relocating, and clearing out buildings slated for construction and/or relocations.
6. Maintains work area in a clean and orderly condition.
7. Drive a vehicle to District sites to deliver and pick up materials, supplies, food, textbooks, furniture, and equipment as assigned to meet the needs of students and staff.
8. Ensures adherence to good safety procedures. Operates District vehicles in a safe manner.
9. Maintains appropriate confidentiality regarding school/workplace matters.
10. Attends all required training meetings and workshops.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
12. Reports absences and takes leave in accordance with Board policies and procedures.
13. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
14. Ability to perform duties with awareness of all District and Board of Education policies.
15. Works well with all supervisors and other members of the team.
16. Performs other duties assigned by supervisor or administrator.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Fixed Assets/Distribution Services Supervisor or his/her designee.

TERMS OF EMPLOYMENT

12-months (260 days) 8 hours per day. Daily work schedule will be determined by the Supervisor or his/her designee. Work schedules are subject to change. Nighttime and weekend work sometimes may be required. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.