

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6824  
Pay Grade: C04

FLSA: Exempt

**MANAGER, WAREHOUSE**

**MAJOR FUNCTION:**

Performs highly responsible managerial work for planning, organizing, coordinating, and directing in the operation of a complex warehouse operation. Supervision is exercised over unit staff and work is reviewed through meetings, reports, and general observations of the Assistant and Associate Superintendents of Facilities and Operations.

**DUTIES AND RESPONSIBILITIES:**

- Plans and coordinates all phases of receiving, storing, rotating and distributing warehouse materials
- Maintains a variety of records to include materials handled, man hours used and equipment demands, to assist in budget preparation
- Monitors budget expenditures
- Coordinates the collection, storage, and distribution of surplus/obsolete equipment
- Supports the process of closing facilities and/or the relocation of administrative/instructional programs.
- Maintains inventory levels
- Provides to upper management projections for operating personnel, warehouse space, equipment and distribution programs
- Participates in training, appraising, and placement of personnel.
- Provides work direction to personnel
- Performs related work as required

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED and four (4) years of supervisory experience in warehousing operations. Knowledge of inventory control systems and progressive material handling experience. Demonstrated ability to communicate effectively, orally and in writing, and demonstrated computer literacy, or an equivalent combination of education, training and experience.

**PREFERRED:**

Completion of some college level/technical courses in business or a related field.

ISSUED: 12/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED MF, D&R, MQ: 10/01 AK; BOARD APPROVED: 11/14/01; REVISED TITLE, MF, D&R, & MQ: 11/09 RAS; BOARD APPROVED: 12/08/09

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

**MANAGER, WAREHOUSE**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Manager, Warehouse – PTS