

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7445
Pay Grade: D11

FLSA: Non-Exempt

WAREHOUSE FOREMAN

MAJOR FUNCTION:

Performs responsible supervisory work in the efficient operation of a large warehouse, storeroom or book depository. Under general direction, performs prescribed duties according to established procedures and regulations. Work is reviewed through meetings, reports and general observations.

DUTIES AND RESPONSIBILITIES:

- Supervises receipt and storage of a variety of supplies, materials and equipment; establishes work assignments.
- Supervises processing of requisitions and issuing of supplies; supervises loading and unloading operations and reviews disposition of obsolete and surplus equipment.
- Coordinates and supervises receipt, storage and delivery of government commodities for school lunchrooms; negotiates with carrier representative concerning payment of goods damaged in shipping.
- Assists in performing periodic inventories and in special handling of problem situations.
- Supervises a variety of warehouse functions and maintains cleanliness and order in a facility.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a standard high school or possession of a GED and four (4) years storekeeping experience, two (2) of which should be in a supervisory capacity; or an equivalent combination of training and experience.

ISSUED: 8/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93;
REVISED WC: 6/04 LM.

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

WAREHOUSE FOREMAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Warehouse Foreman – FPSU-SEIU