

LEAD WAREHOUSE WORKER (TECHNOLOGY & INFORMATION SERVICES)

DEFINITION

Under general supervision, uses considerable independent judgement to perform a variety of duties related to receiving, inspecting, and processing supplies and technology assets; to schedule assets for vendor pickup or configuration; to communicate with vendors and notify leadership on model and hardware changes; to oversee and/or communicate with sites and staff to determine asset installation needs and locations; to create and assign work requests for asset installation by technicians; to verify asset installation; to oversee and/or finalize and close tickets related to asset installation; to assist in the planning and overseeing of large-scale device installation projects.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties or different duties from those set forth below to address business needs and changing business practices.

1. Oversee receiving, shipping, inspecting, and processing of supplies and technology assets.
2. Process assets for shipping and receiving.
3. Determine storage space requirements, optimum stock quantities, and proper methods of stock control and storage as related to assets and commonly used parts.
4. Work with vendors regarding equipment shortages, damaged assets, or discrepancies; report to leadership.
5. Confirm invoice payments.
6. Operate a variety of warehouse equipment including forklift, pallet jack, and hand truck.
7. Oversee periodic inventories; sorts, shelves, arranges, stores, and orders supplies and assets.
8. Maintain records of tools and parts used; operate an internal part check-out system.
9. Contact vendors and obtain price comparisons.
10. Oversee and perform physical asset management.
11. Input data and maintain the asset management system as related to assets.
12. Maintain the warehouse in a secure, clean, and safe condition.
13. Lead and oversee the technology asset surplus and e-waste program.
14. Oversee and organize the internal Chromebook repair process.
15. Lead warehouse and substitute staff as related to warehouse, inventory, and asset needs.
16. Lead and oversee assets refresh projects; oversee and/or update asset management systems; facilitate and/or oversee the delivery of refreshed assets.
17. Provide assistance to technology staff on basic computer configurations and setup.
18. Provide regular direction and training for staff as related to warehouse and asset need.

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19. Prepare and assign tickets/work orders to staff; determine and adjust prioritization.
20. Maintain regular communication with site administration in reference to all District-supported technology.
21. Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic methods of receiving, storing, and shipping packages, equipment, and technology assets; simple record-keeping; safe working and vehicle operation practices. Basic technology platforms, terminology, and repair methods. Basic leadership skills.

Ability to: Safely operate, load, and unload a delivery vehicle; operate warehouse equipment skillfully and safely; perform clerical tasks and maintain asset records and systems; perform and verify data entry; perform heavy manual labor; understand, carry-out, and provide oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board Policy; identify departmental consumable needs; establish and maintain vendor relationships; lead individuals and small groups; identify and perform basic configuration of District technology platforms.

Education/Experience: Any combination equivalent to: two years of experience to demonstrate the knowledge and abilities listed above.

License/Certificate Requirement: Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse, work bench, or field setting, with travel from site to District or District to site.

Physical: Primary functions require sufficient physical ability and mobility to work in a technology shop setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.