



Longview Independent School District

JOB DESCRIPTION **WAREHOUSEMAN**

JOB TITLE:	Warehouseman	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Warehouse Manager	TERMS:	260 Days
DEPARTMENT:	Plant Services	PAY GRADE:	Manual Trades 2

PRIMARY PURPOSE:

Operate a light truck and/or van and make daily deliveries of materials, supplies, and equipment from the warehouse to various locations throughout the school district

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED
Possession of a valid Texas driver's license

Special Knowledge and Skills:

- Good knowledge of traffic laws and regulations involved in light truck and van operations
- Good knowledge of the operation and preventive maintenance requirement of light trucks and vans
- Ability to operate a light truck and/or van and related equipment safely and efficiently in accordance with policies, procedures, guidelines, and traffic laws
- Ability to learn the general geographical layout of the school district and to learn routes to locations
- Ability to perform heavy manual tasks associated with loading and unloading materials, supplies, and equipment
- Ability to handle and use cleaning materials safely and efficiently
- Ability to understand and follow written and oral instructions
- Ability to communicate clearly, both orally and in writing
- Ability to maintain routine files and records and to prepare routine reports
- Ability to establish and maintain good interpersonal relationships

Minimum Experience:

Some working experience in driving a light truck and/or van in delivering materials, supplies and equipment; or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability



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DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are responsible for the safe and efficient operation of a light truck and/or van on a daily established route, and for the delivery of materials, supplies and equipment to various locations throughout the school district. Work involves loading and unloading the vehicle and using manual and mechanical lifting devices. Assignments are usually received in the form of oral or written instructions. Work is performed under general supervision and is reviewed through observations, completed delivery logs, and evaluation of results obtained.

MAJOR RESPONSIBILITIES AND DUTIES: (May not include all duties performed; not all incumbents perform all essential functions delineated.)

1. Operate a light truck and/or van with a lift platform and deliver materials, supplies and equipment to school campuses and other buildings and facilities in the school district
2. Load and unload material, supplies and equipment such as desks and office equipment, office supplies, books, printed materials, and custodial supplies; use manual and mechanical lifting devices and hand operated dollies
3. Prepare and maintain a daily route log; keep records of items delivered
4. Keep vehicle in good working order; schedule preventive maintenance; check fuel, oil and water levels; check vehicle equipment for safe and proper operation; report any problems to proper authority
5. Work closely with campus personnel and supervisor in establishing delivery routes and schedules
6. Perform routine custodial duties in keeping the warehouse safe, clean, and orderly
7. Comply with all safety rules and regulations regarding operation of equipment and vehicles and use of protective clothing and safety equipment
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Personal computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, handtruck, and light truck (less than 26,000 lbs.)

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Work requires sufficient strength, agility and dexterity to perform all essential functions of the position including lifting and carrying materials and objects weighing up to 50 pounds, pushing and pulling hand dollies with loads up to 300 pounds, reaching in front of body and over head while carrying items weighing up to 50 pounds, and operating equipment and vehicles; work also requires frequent sitting, walking, climbing, bending, kneeling, and squatting; frequent district-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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WORKING CONDITIONS: (continued)

Hazards/Unusual Demands

Work involves driving a vehicle and exposes employee to potential road hazards such as accidents, dust, vehicle exhaust fumes, loud noise, and adverse weather conditions; work also exposes employee to potential physical hazards when loading and unloading vehicles and when carrying objects and materials over unlevelled ground and up stairways; employee may be exposed to potential chemical hazards when handling and delivering chemicals; work requires the use of safety clothing and equipment and compliance with safety rules and procedures

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013