

Vail School District Job Description

Job Title: SHIPPING AND RECEIVING TECH

Department: Business Support Services

Reports To: Warehouse Supervisor

FLSA Status: Non-exempt

Level: 9

Approved Date: 07/25/2017

SUMMARY

Responsible for receiving, verifying, storing, distributing, and shipping materials, furniture, equipment and supplies. Maintains a safe work environment within an organized layout in the warehouse area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspects shipments of materials, equipment and supplies received to ensure compliance with purchase order specifications; identify and report shortages, overages, damaged goods, or other discrepancies.
- Prepares receiving documents; document shipping and receiving activities on logs and forms.
- Submits documentation to Accounts Payable for payment processing.
- Distributes incoming shipments according to established procedures from warehouse to school sites and departments; prepare items for delivery by routes.
- Packages and ships goods as directed; track and verify receipt of items.
- Operates a variety of machines and equipment such as a forklift, hand trucks and carts, trailers and pallet jacks.
- Researches problems and responds to questions and concerns from school sites and departments regarding purchases and delivery times.
- Transfers student records between school sites, and from school sites to warehouse.
- Makes twice weekly, or as often as necessary, deliveries to and pickups from the Pima County School Superintendent's Office, the Department of Education Tucson office, FedEx, UPS, various lawyers' offices, as well as other local school districts and vendors.
- Helps maintain storage, inventory, and disposal of obsolete furniture and equipment according to District guidelines.
- Operates laptop computer and appropriate technology devices and applications in order to perform shipment research and tracking.
- Maintains warehouse in a safe, clean, and orderly condition.
- Provides backup assistance to Courier position as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED).
- One year related experience and/or training.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Finance.

CERTIFICATES, LICENSES, REGISTRATIONS

Proof of valid Arizona driver's license and current automobile insurance are required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of methods and techniques of shipping and receiving.
- Knowledge of general warehousing practices and procedures.
- Knowledge of principles and procedures of record keeping.
- Knowledge of safe material handling and equipment operation practices/procedures.
- Knowledge of applicable safety practices, rules, and procedures.
- Ability to safely and appropriate operate a 3-ton box truck with a hydraulic lift.

LANGUAGE SKILLS

Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

PHYSICAL DEMANDS

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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction.

Must be physically able to safely operate a box truck or other large/oversized vehicle, forklift, and pallet jack.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to extreme heat, extreme cold, windy, and wet and/or humid conditions. The employee may be exposed to hazards, including proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals, fumes, odors, dusts, mists, gasses, or poor ventilation. The noise level in the work environment is usually moderate but may sometimes be loud.